

# Attendance & Punctuality Policy

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## Attendance

Kings Kids Christian School is a successful school and your child co-operation plays a vital part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school on time, every day the school is opened, unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we can and will achieve this.

## Why regular attendance is important



Any absence affects the pattern of a child's schooling and persistent absences will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and if your child is absent from school without a good reason, or prior notice to the school, this is an offence and it may result in you being prosecuted. Also, many secondary schools ask to see the attendance and punctuality records of a student. A good attendance and punctuality record will add value to the application of a child as they progress to secondary school.

## Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents, carers, pupils and all members of the school staff.

To help us promote regular attendance we will:

-  Give you details of your child's attendance performance with their termly report
-  Reward excellent attendance with certificates and awards

## Types of Absences

Every half-day absence from school has to be classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

### *Authorised Absences*

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

### *Unauthorised Absences*

Unauthorised absences are those which the school does not consider reasonable and for which permission has not been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. These include:

- Parents/carers keeping children off school unnecessarily;
- Absences which have never been properly explained;
- Children who arrive at school too late to get an attendance mark in the register;
- Shopping, looking after other children or birthdays;
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

## Persistent Absentees

A pupil becomes a 'persistent absentee' when they miss 30% or more schooling across a school term for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. When a child has reached 85% mark and is at risk of moving towards Persistent Absence, parents/carers will be invited into school to discuss their child's attendance and an action plan that supports attendance will be agreed.

## Absence Procedures

### If your Child is absent:

#### *You must:*

- Contact the school as soon as possible to inform of absence
- Call the school with a good reason for the child's absence

#### *We will:*

- Call you on the first day of absence if we have not been informed
- Invite you to have a discussion with the Head Teacher to formulate a plan to avoid persistent absence

## Punctuality

Being late is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

## Lateness

The school day starts at **9:00 am** and students are expected to arrive at school by at least 15 minutes before this time, to allow time for the child to settle down and prepare for lessons.

Any child arriving at school between **9:01am and 9:14am** will be marked in the register as late. Parents will also have to sign the Late Arrival's Register given the time the child entered into the school. This record is kept by the school and the information therein is transferred to the termly reports.

At **9:15am** the register will be closed. A child arriving after this time will be marked as an authorised absence (however the child will still be marked as present in the register).





If your child has a persistent late record you will be asked to meet with the Head Teacher and/or to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

## Holidays during Term Time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help us by not to take children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

All applications for a holiday during the school term time must be made in advance and at the discretion of the school a maximum of 10 days in any academic year may be authorised. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of having holidays in term time. The expected date of return will be agreed in advance.

It is important that you understand the circumstances when holidays in term time will not be agreed by us:

-  During Year 6 (because students are preparing for 11+ entry exams)
-  When a pupil is just starting at the school to allow them to settle into their new environment
-  When a pupil has been identified as a persistent absentee
-  When a pupil's attendance record is below 90%

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