



# Attendance and Punctuality Policy

Knowledge Schools Trust Primaries

<b>Policy owned by:</b>	<b>Knowledge Schools Trust Primaries</b>
<b>Last amendment date:</b>	<b>June 2024</b>
<b>Renewal cycle:</b>	<b>Every 2 Years</b>
<b>Renewal date:</b>	<b>June 2026</b>

## **Scope**

1. The Governing Body is responsible for establishing and maintaining this Attendance and Punctuality policy and for ensuring that it is followed. The Governing Body delegates authority to the Headteacher, to administer the Attendance and Punctuality policy on its behalf. The Headteacher is responsible for implementing and complying with this policy but delegates day to day implementation of the policy to the Office Manager and the school receptionist with attendance responsibilities.
2. The policy applies to the Headteacher and to all staff employed by the schools.

## **Principles**

3. The underlying principles of the Knowledge Schools Trust Primaries (KSTP) Attendance and Punctuality policy are to maximise learning by:
  - a. Ensuring that pupils are striving for 100% attendance and punctuality
  - b. Making parents and carers aware of the importance of 100% attendance and punctuality
  - c. Encouraging pupils to be at school on time and to be at individual lessons, registrations and enrichment activities on time
  - d. Incentivising good attendance and punctuality using the praise and reward system
  - e. Providing support and intervention for those pupils and families that need help to reach these standards.

## **Overview**

4. Expected standards of attendance and punctuality are stated in the home-school agreement, and will be regularly reiterated formally, in assemblies, and informally, by all members of staff. The weekly assembly and newsletter will highlight attendance and punctuality by class and the class with the best record of attendance and punctuality will receive a reward each week and at the end of each term.
5. The school ethos is built around a culture of high expectations, and this applies clearly to attendance and punctuality. Poor attendance and punctuality will not be accepted as a natural consequence of geographical location or of prevailing community and environmental circumstances.
6. Vulnerable pupils may at some point require the school to take account of their individual needs and circumstances when monitoring the school's Attendance and Punctuality policy.

## **Attendance**

7. Any pupil who is absent from school during morning or afternoon registration will have their absence recorded. There are two registration points, one at the beginning of the school day, and the second directly after lunch.
8. If a pupil is unable to attend school through illness or for any other reason, it is the responsibility of the parent or carer to contact the school office by 9.00am. If parents are unable to phone, then an e-mail may be sent to [absence@wlfs-primary.org](mailto:absence@wlfs-primary.org) (for West London and Earl's Court Free School Primaries), and [kpa@wlfs-primary.org](mailto:kpa@wlfs-primary.org) (for Kensington Primary Academy).

9. If a pupil is absent, without any communication from a parent or carer, this will trigger a phone call or e-mail home from the school office.

10. If a pupil is absent in order to attend a scheduled medical or dental appointment than parents should provide a copy of the appointment letter. If a pupil is absent for three continuous days, then their absence must be supported by a doctor's note. This should be provided to the school even if the pupil is still not able to attend.

### **Frequent absence**

11. Pupils' absence will be monitored by the school office and the Headteacher.

- If attendance levels fall below 96% without a well-documented reason, then a letter will be triggered. This letter will alert parents/carers to the poor attendance level and will warn them of what will happen if attendance does not improve.
- If attendance levels continue to be below 96% then the Headteacher will invite the pupil's parent or carer for a meeting to discuss this concern. If deemed necessary, the Headteacher will involve appropriate outside agencies.

12. Authorisation for absence can only be granted by the Headteacher and must be sought in writing. The KSTP believes that every day and every lesson counts towards a pupil's wellbeing and education, therefore requests for absence will normally be refused.

13. Any holiday taken during term time without the Headteacher's permission is automatically recorded as an unauthorised absence. Extended and persistent unauthorised absence will be reported to the Local Authority and may result in a pupil being removed from the school roll.

The information below shows how attendance can affect a child's future progress.

<p style="text-align: center;"><b>Above 97%: Less than 6 days absence a year</b></p> <p>Excellent attendance! These young people will almost certainly get the most out of school, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.</p>
<p style="text-align: center;"><b>95%: 10 days absence a year</b></p> <p>Although these pupils are likely to achieve well and form a habit of attending school regularly, their attendance may become a concern.</p>
<p style="text-align: center;"><b>90%: 19 days absence a year</b></p> <p>Children in this group are missing a month of school per year; it will be difficult for them to achieve their best. The Government classes children in this group as "Persistent Absentees". The school therefore asks parent to provide supporting medical evidence before authorising absences.</p>
<p style="text-align: center;"><b>85%: 29 days of absence a year</b></p> <p>Children will miss a significant amount of teaching and learning. Parents of children in this group face the possibility of a Penalty Notice and/or legal action under section 444 of the Education Act 1996.</p>

<b>365 DAYS IN A YEAR</b>	<b>185 SCHOOL DAYS IN TOTAL</b>	<b>NUMBER OF LESSON MISSED IN A YEAR</b>
100% Attendance	185 days	0
95% Attendance	176 days	54 Lessons
90% Attendance	167 days	108 Lessons
85% Attendance	158 days	162 Lessons
80% Attendance	148 days	222 Lessons
75% Attendance	139 days	276 Lessons

### **Punctuality**

14. The school gates open at 8.15 am, so that the register can be taken at 8.30am. Pupils who are not present when the register is taken at 8.30am will be marked late. Pupils' punctuality will be monitored by the school office and the Headteachers.

- If there are 5 instances of lateness within a term without a well-documented reason, then a letter will be triggered. This letter will alert parents/carers to the poor punctuality and will warn them of what will happen if punctuality does not improve.
- If there are subsequent instances of lateness within a term after the issuance of the initial letter, the Headteacher will invite the pupil's parent or carer for a meeting to discuss this concern. If deemed necessary, the Headteacher will involve appropriate outside agencies.

The table below shows how persistent lateness can impact a child's overall attendance (figures below are calculated over a school year):

<b>Lateness = Lost Learning</b>	
5 mins late each day	18 Lessons
10 mins late each day	39 Lessons
15 mins late each day	60 Lessons
20 mins late each day	78 Lessons
30 mins late each day	114 Lessons