

School Student Attendance Statement (local arrangements)

Kirk Fenton C of E Primary School

1. Introduction

This statement explains how Kirk Fenton C of E implements the Yorkshire Learning Trust Student Attendance Policy.

It provides clear guidance for students, parents and staff on how attendance is managed in this school.

Attendance is everyone's responsibility within the school community.

2. Key Contacts

The following staff have responsibility for attendance:

- Attendance Lead: Mel Walmsley
- Senior Leader responsible: Mel Walmsley
- Contact details: m.walmsley@kf.ylt.org.uk

3. The School Day

The structure of the school day is as follows:

- Start of day: 8.35am
- Registration times: 8.45am
- Close of register: 9am
- End of day: KS1 @ 3.15pm and KS2 @ 3.20pm

Attendance registers are completed in line with statutory requirements and record student attendance using national attendance codes.

Where absence reasons are not immediately known, the school will record this using the appropriate code and ensure that this is updated within five school days.

4. Reporting Absence

Parents and carers should inform the school on the first day of absence using the following methods:

- Telephone: 01937 557228
- Email: admin@kf.starmat.uk

Please provide:

- the reason for absence;
- the expected date of return.

5. First Day Response

Where a student is absent and no reason has been provided, the school will make contact with parents or carers on the same day.

If contact cannot be made, further action will be taken, including escalation where appropriate, in line with safeguarding procedures.

The school may continue to make contact on subsequent days of absence where concerns remain.

The school will hold more than one emergency contact for each student to support effective safeguarding and communication.

6. Punctuality

Students are expected to arrive on time.

Where students arrive late, this will be recorded and addressed. Persistent lateness will be followed up in line with the school's procedures.

7. Monitoring Attendance

Attendance is monitored regularly, and the school reviews attendance data to identify patterns and ensure that any concerns are addressed promptly.

Where attendance falls below expected levels, the school will make contact with families and consider appropriate support.

8. Promoting Good Attendance

The school promotes good attendance through a range of strategies, which may include:

Early Intervention and Support

Addressing the root causes of absence before they become chronic issues.

- **First-Day Calling:** Contacting parents/carers immediately on the first morning of an unexplained absence to show that the student's presence is missed and valued.
- **Attendance Panels/Meetings:** Inviting parents in for a supportive discussion to identify barriers to attendance (e.g., anxiety, bullying, transport issues) and create a joint action plan.
- **Staggered or Soft Starts:** Allowing a 10-15 minute window in the morning where students can enter classrooms quietly and settle in, reducing the anxiety of walking in late.

Culture, Curriculum, and Engagement

- Making school a place where students actively want to be.
- **Mentoring and Buddies:** Pairing vulnerable students with a trusted staff member or an older peer for a morning check-in.
- **Enrichment Activities:** Scheduling highly engaging activities, clubs, or

practical lessons (like sports, drama, or science experiments) on days when attendance typically drops.

- **Welcoming Environment:** Having senior leadership greet students warmly at the school gates every morning.

9. Support and Intervention

The school uses a graduated approach to support attendance.

This may include:

- informal contact and support;
- meetings with parents and carers;
- attendance plans;
- involvement of external agencies.

Where attendance does not improve despite support, the school may move to more formal processes, including referral to the local authority and consideration of legal intervention.

10. Persistent and Severe Absence

The school pays particular attention to students whose attendance falls below 90%, and those whose attendance is significantly lower.

These students will be prioritised for support and intervention.

The school will work proactively with students and families to improve attendance, using a range of strategies and support mechanisms. The school uses a structured approach to reducing persistent and severe absence, including early identification, targeted support, regular review and, where necessary, escalation in line with local authority processes.

11. Leave of Absence

Requests for leave of absence must be made in advance using the school's process.

Leave will only be authorised in exceptional circumstances.

<https://kf.starmat.uk/leave-of-absence/>

12. Local Authority Processes

The school works in partnership with the Local Authority where necessary. This may include:

- attendance panels,
- formal monitoring,
- penalty notices.

In line with national guidance, the school may request a penalty notice where a student has accrued 10 sessions of unauthorised absence within a rolling 10 school week period. This may also include the use of Notices to Improve and other formal processes in line with the National Framework.

13. Support for Students

The school provides a range of support, including:

- pastoral support;
- SEND support;
- wellbeing support;
- access to external services where appropriate.

Where alternative provision or part-time timetables are used, these will be carefully planned, time-limited, jointly agreed with families and regularly reviewed. Attendance will be recorded using appropriate codes and the aim will always be a return to full-time education.

14. Review

This statement is reviewed regularly and updated as required.