ATTENDANCE POLICY

Appendix 1 - KINGDOWN SCHOOL ATTENDANCE PROCEDURE CHECKLIST
Appendix 2 – REFERRAL PROCEDURE FOR LEGAL ACTION OR PENALTY NOTICE

Adopted by Governing Body – for review by policy committee. Last reviewed October 2011

Last amended Sept 2012

For review - every three years - March 2014
Review target annually

Believe, Aspire, Achieve
It is the legal responsibility of the parent to send their child to school. The government requires that all students have higher than 95% attendance.

**Kingdown school attendance target 2012-2013 = 95%**

Regular attendance and punctuality at school is important for the well being and future prospects of children. This policy is based on an understanding that full attendance underpins any learning and that high achievement is linked closely to good attendance. Kingdown School aims to work in partnership with parents and guardians to provide an education that students want to attend because:

- The school offers a positive, encouraging, secure and welcoming environment
- The curriculum is far reaching and personalised to the ability of each student to help them achieve their full potential
- Outstanding teaching and learning make school enjoyable and rewarding.

The school works hard to keep the amount of unauthorised absence to a minimum through the procedures outlined below:

**REGISTRATION:**

This is a LEGAL DOCUMENT from which statistics are compiled and retrospect changes to the register can only be made by the attendance officer when evidence is produced. Lesson Monitor is used and registers are completed every lesson, with lessons 1 and 5 being statutory registration periods. This means:

- Truancy can be detected and reported at the earliest opportunity, thus discouraging pupils from truanting individual subject lessons.
- Patterns of absence can be investigated to halt further problems from arising.
- Lateness to lessons can be monitored easily as staff record ‘minutes late’ and reasons for lateness.

All staff are issued with clear guidelines as to the completion of the register document so that there is uniformity across the school.

**IDENTIFYING PATTERNS AND CAUSES OF ABSENCE:**

Data from lesson monitor is regularly used to:

- Identify individuals with poor attendance
- Identify groups (year groups, house groups, special interest groups) with poor attendance
- Look for patterns in terms of days or lessons
- Monitor patterns of lateness for individuals
- Set whole school and House attendance target percentages
- Monitor reasons for absence

**DAILY MONITORING:**

Registration closes at 9am.

The school Attendance Officer will then contact parents of those pupils who are absent to ascertain a reason for absence. This can be done by phone call, text message or email (In Touch).

Where no reason is given for absence (N), it will be the Tutor’s responsibility to ascertain the reason from the child or parent at the earliest opportunity. Lists of N codes will go to tutors weekly for explanations to be sought.

Where patterns of absence are identified through daily monitoring, tutors should inform the Head of House at the earliest opportunity.

The school has a special responsibility to reduce the number of children whose attendance is below 85% over the school year. Where a child’s attendance figure falls below the 85% (term 1 and 2), 90% (terms 3 and 4) and 93% (terms 5 and 6), the School Attendance Procedure (Appendix 1) will be followed. This procedure ensures that attendance is continually monitored and that action is taken as appropriate where a pupil’s (or year group’s) attendance becomes a cause for concern. If the procedure is followed and the pupil’s percentage attendance has still not improved, then the case will be referred to the Education Welfare Service.

Where a child has 10 Unauthorised absences in a 6 week period or 2 full weeks absence for no genuine reason, the school will refer the case to the Education Welfare Service (Appendix 2).

**NOTIFYING THE SCHOOL OF ABSENCE/LATENESS:**

Authorised absences are mornings or afternoons away from school for a GOOD reason such as illness, religious observance, family bereavement or unavoidable cause. Only the school can authorise absence, NOT the parent.
ILLNESS

Parents are encouraged to inform the school at the earliest opportunity of the pupil’s absence by calling the school on 01985 215551, OR by emailing the attendance officer at WMG@Kingdown.wilts.sch.uk. These contact details appear on the school website and in the organiser. If any other members of staff are informed of absence by a parent, they must let the attendance officer know as soon as possible.

If illness is prolonged, parents are asked to keep the tutor or attendance officer informed of progress regularly.

Whilst the school recognises that pupils will get ill, a prolonged period of absence, or regular bouts of illness still contribute to a poor attendance figure. Therefore, patterns of illness will also be monitored through the School Attendance Procedure and will be highlighted to parents.

- Students who are off school for more than 5 days due to illness will be required to provide a doctor’s note.
- Parents who become aware that their child is reluctant to attend school by saying that they are ill should contact the tutor or the Head of House at the soonest opportunity in order to get to the root cause of the issue.

LATENESS:

Parents are encouraged to inform the school at the earliest opportunity of the pupil’s absence by calling the school on 01985 215551, OR by emailing the attendance officer at WMG@Kingdown.wilts.sch.uk. These contact details appear on the school website and in the organiser. If any other members of staff are informed of absence by a parent, they must let the attendance officer know as soon as possible.

Pupils are regarded as Late if they arrive after registration closes at 9am and they will be allocated a U code on the register. Teachers will record the number of minutes late and the reason for lateness on the register. If the pupils arrive before registration closes, they will be given an L code. Lateness data will be given to Heads of House who will see pupils or contact parents as the need arises. Head of House detentions will also be given once the pupil exceeds 60 minutes late. In the afternoon, registration formally closes at 14.20.

AUTORISED ABSENCE:

Parents are encouraged to keep planned authorised absence to a minimum. Where possible, parents are encouraged to arrange holidays and appointments for medical or other reasons outside of school hours. Parents are requested to write a note in the pupil’s
organiser or write a letter to the tutor that must be signed by the appropriate member of staff, who will then report the planned absence to the attendance officer. Pupils will then have to show this signed note to the front office staff before they will be allowed to sign out. If pupils come back into school after an authorised absence, they should sign in at reception. Authorised absence will be allowed as long as the school is satisfied that the request is genuine.

In the event of an Extended family holiday/absence for cultural or religious reasons, absence may be classified as an F code (agreed).

**UNAUTHORISED ABSENCES** are those which the staff at school do not consider reasonable or for which no ‘permission’ has been given. These are an offence by the parents or student and include:

- Keeping children off school without a good reason
- Truancy from a whole session
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Taking unauthorised holidays.

**HOME STUDY:**

If pupils are absent from school but are able to continue with their studies then they can access the VLE from the school website or email individual staff for tasks to be set. Subject work can be sent home if the pupil does not have access to a computer.

**HOLIDAYS IN TERM TIME:**

Time off school for family holidays is not a right. The School has discretion to allow up to 10 days in the school year for a family holiday if it believes that the circumstances warrant it.

The school may agree up to 10 days “holiday leave” in special circumstances such as:

- When a family needs to spend time together to support each other during or after a crisis;
- For service personnel and other employees prevented from taking holidays outside term time if the holiday will cause minimal disruption to the pupil’s education.

Holidays will not be authorised if:

- The pupil already has poor attendance and/or the EWS is involved.
The pupil already has unauthorised absence.
The pupil will miss public examinations such as the GCSE’s, A Levels or similar.
The pupil’s educational progress will be affected by any disruption at the time.

Holidays for the following reasons will not be authorised:

- Availability of cheap holidays;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of a term.

In all circumstances of holiday leave, a written application must be made by the parent with whom the pupil normally resides in advance of the holiday and a date for the pupils’ return to school agreed.

Parents must apply for the Headteacher’s permission using the appropriate form that is available from the Heads PA, Mrs Fullick at ELF@Kingdown.wilts.sch.uk. The Headteacher will inform the parent in writing as to the decision made regarding the absence.

Where unauthorised holiday absence amounts to 10 sessions (5 school days, continuous or aggregated) or more within the previous 6 months of the current academic year, the Education Welfare Service will be notified by the Attendance Manager and the Local Authority will issue a penalty Notice* to each parents for each child.

*The Penalty Notice shall be a sum of £120 if paid within 42 days. This shall be reduced to £60 if paid within 28 days.

PROCEDURES FOR RETURN TO SCHOOL:

Where a child has a prolonged illness, regular contact will be maintained with parents and work sent home where appropriate. Pupils can also make use of the VLE.

Individual arrangements will be made for students to access a gradual return to school where appropriate. These will be made between the Head of House and the parents and pupil. A PEP may be needed to ensure that all agencies are involved in the reintegration.

Tutors will have regular meetings with the child to support them on their return to school.

On return, subject teachers will be informed of the individual needs of the pupils and will be requested to advise and support the child on how best to catch up without making the reintegration too stressful.

Communication with parents will be key at this time.
REMOVAL FROM THE SCHOOL ROLL:

Pupils will be removed from the School roll when:

- Parents make a written request to the school.
- Confirmation has been received that they are attending another school.
- They have left at the end of year 11.
- They have been continually absent from school for a period of not less than 4 weeks and both the school and the local education authority have failed, after reasonable enquiry, to locate the pupil.
- They are from the Traveller Community and have been continually absent from school for a period of not less than 4 weeks.
- They have been continually absent from school for a period of not less than 4 weeks and are detained in pursuance of a final order made by a court or of an order of recall made by the Secretary of State.
KINGDOWN SCHOOL ATTENDANCE PROCEDURE CHECKLIST

STUDENT: ___________________________  DATE: ___________________________

TUTOR GROUP: ___________________________  DATE: ___________________________

TERMS 1 & 2 <85% ATTENDANCE
TERMS 3 & 4 <90% ATTENDANCE
TERMS 5 & 6 <93% ATTENDANCE
(Please highlight)

UNEXPLAINED ABSENCE
Tutor receives list of names and accounts for absence by phone call home/note in organiser.
INFORMATION PASSED TO WMW

WEEKLY REPORT ANALYSIS
HOH to meet with SN (EN) to identify pupils below target attendance who do not have good reason for absence.
DATE: ___________________________  STAFF: ___________________________

LETTER 1
Warning letter sent to parents highlighting the link between attendance and attainment.
DATE: ___________________________  STAFF: ___________________________

No Improvement:

SCHOOL ATTENDANCE MEETING With parents, pupil and HOH
LETTER 2a to be sent requesting a meeting; attendance procedure on reverse
Minutes to be sent detailing % on that day, target, by when and when the review meeting is.
DATE: ___________________________  STAFF: ___________________________

SAM REVIEW MEETING with parents, pupil and HOH
LETTER 2b to be sent detailing the meeting; % achieved by target date and further actions. Also date of EN meeting if applicable. This will be held 2 weeks after the SAM.
DATE: ___________________________  STAFF: ___________________________

No Improvement

Kingdown Attendance Manager MEETING (KAM) With Parents, pupil, EN.
Consideration of Alternative provision / MAM etc.
LETTER 3a to be sent detailing the meeting; % on that day, target date and when the review meeting is. Letter to detail FPN warning and procedure and county structure.
DATE: ___________________________  STAFF: ___________________________
2 WEEK KAM meeting REVIEW with parents, pupil and EN
LETTER 3b to be sent detailing the meeting; % achieved by target date and further actions (e.g. referral to DD).

DATE:   STAFF:

NO IMPROVEMENT

EN refer to DD
See County Flow diagram (Appendix 2)

IMPROVEMENT

EN / HOH TO MONITOR
Referral Procedure for Legal Action or Penalty Notice

Local Authority Action

Letter sent to parent inviting to Local Authority Attendance Meeting to be held at Kingdown School

Local Authority Attendance Meeting held with parent(s) and school Minutes taken

Decision made at the LAAM

No further action Academy to resume previous actions / intervention

Penalty Notice Warning issued

Case to be prepared for Prosecution

Period of monitoring: 15 school days

Penalty Notice Review Meeting minutes taken

Attendance improved (target met)

Yes

No further action Academy to resume previous actions / intervention

No

Penalty Notice to be issued

42 days to discharge PN

Paid

Academy to continue monitoring

Unpaid

Case to be prepared for Prosecution

Revised Oct 2010