

# Attendance Policy

Approved by Head: 25 January 16

Review date	By whom	Summary of Changes made	Date implemented
November 14	Franky Boyland Charlie Wright	Complete update of policy	December 14
January 16	Franky Boyland	Review of processes	25 January 16

## Introduction and Rationale:

Kingsmead School believes that good attendance and punctuality are essential if students are to learn effectively and reach their full potential. The School strives to provide a welcoming, caring and safe environment where every member of the school community feels valued.

The School aims to achieve good attendance and punctuality by working with an attendance policy where the staff, students, parents, the local community and the Education Welfare Service work in partnership.

The Attendance Policy links closely to the School's Teaching and Learning Policy, Behaviour and Safeguarding Policies. The School sets rigorous targets for attendance and has high expectations for punctuality. The School has a systematic approach to gathering and analysing attendance related data and protocols and monitoring procedures which reinforce the high expectations set for students. Individual attendance is closely monitored and targets are reviewed regularly. Good attendance and reaching targets are rewarded and the importance of good attendance and punctuality is supported by celebrating positive attendance across the School.

**Where individual students have identified problems, these will be handled with care and sensitivity to support the student and the family.**

## Protocols:

### Registration

The School uses a web-based e-portal system for registration (Integris). Attendance is registered at the beginning of each session (usually half days). Class teachers also record attendance at individual sessions where relevant

All bases and outside providers have received training from the data manager on the use of this system.

### Close of Register

The close of register is 10am and 1pm.

L mark is used for up to 30 minutes after the close of register

U mark is used after 10.30am and 1pm.

## **Use of Codes**

Registers are completed using the codes outlined by the DFE Guidance – Absence and Attendance Codes January 2009.

## **Authorisation and unauthorised absences**

All unexplained absences will be claimed as unauthorised. All absences will be followed up on the same day of the absence. Assistant Heads/ Base Deputy's/Pastoral Leads will use their discretion to determine whether an absences can be authorised or unauthorised. All absences explained by students must be confirmed by a parent/carer before it can be authorised.

Examples of the type of explanation that cannot be authorised:

- Appointment for a haircut
- Looking after younger children
- Waiting for a maintenance person to visit the home

Example of an absence that could be authorised:

- Sickness
- Bereavement
- Court appearance

## **Holidays during school time**

Kingsmead School will **NOT** authorise any holidays during term time unless there are explicit exceptional circumstances. Should a request for Leave of Absence be made, the Leave of Absence process will be followed. Parents/Carers will be at risk of receiving a penalty notice issued by the courts should they choose to continue with the Leave of Absence.

All Leave of Absence forms will be passed to the Head Teacher for consideration.

Individual bases are unable to make a decision on the behalf of the Head Teacher with regard to Leave of Absence.

## **Registering off-site provision**

Outside/External providers are responsible for updating attendance electronically by the end of the working day or sooner if possible. Rigorous systems are in place for the registering of students at external provision. The follow up of absences will be the same as for Kingsmead Bases – hence, all external providers will contact parents on the same day of absence and log this conversation on Integris.

## **Interventions:**

**The key to all attendance interventions is persistence. Staff are rigorous and thorough in using the strategies detailed. These interventions must be logged in detail so that they can be used as supporting evidence for the Education Welfare Service.**

- Daily absences for identified students is followed up within 1 hour of the start of the session on the first day of absence
- Students who are identified as needing targeted work could be highlighted through a number of routes and for a number of reasons. These could be from Assistant Heads/Base Deputies/pastoral Leads, SLT/Social care etc. It could be for a variety of reasons such as; Safeguarding, past history of poor attendance, LAC, etc
- All unexplained absence for other students is followed up by the end of the working day

- The most appropriate and effective means of communication is used e.g. texting, phoning, emailing etc

### **Tracking Attendance**

Assistant Heads/Base Deputy's and Pastoral Leads track and monitor attendance on a weekly basis.

SLT will monitor base attendance through the scheduled half-termly monitoring meetings.

### **3 day/session absences**

If unable to make contact or have received no explanation for absence after 3 days/sessions then follow Attendance Action Plan for 3 Day Absence flowchart (Appendix 1).

Should this process have no outcome – refer to CME policy

### **Attendance less than 90%**

Refer to the Attendance Process folder (copies in each base).

### **The Role of the Education Welfare Service**

Where all the schools attendance procedures have been followed and no improvement has been made, then consultation with the Education Welfare Service will be made, this may result in a recommendation for court action and/or penalty notice

### **Induction procedure**

If attendance concerns are identified on admission or through the induction process then this will be highlighted with parents/carers and appropriate procedure followed i.e. parenting contracts etc.

An attendance discussion will be held with all parents and young people as part of the induction process. All parents will be asked to sign a form that informs them of our expectations with regard to attendance. (Appendix 2)

### **Punctuality**

The school sets high expectations around punctuality as it is viewed as an important life skill for our students. However the School recognises that for some of our student's sensitivity and an individual approach needs to be taken to support them to develop this skill. It is the responsibility of the Assistant Head/Base Deputy/Pastoral Lead to make appropriate interventions for individual students to improve and reward punctuality.

Kingsmead School uses Soul Measures to emphasise punctuality. It is the responsibility of the key worker to address punctuality with the young person with the aim of improving punctuality as a whole school approach.

### **Rewards**

Funding has been identified to promote and encourage good punctuality and attendance. Individual bases will determine how this budget is used. For some this will be individual rewards and in other cases it may be more appropriate to use funding for group rewards.

Good attendance will be celebrated not only by rewards but through positive displays across all sites, phone calls and letters home to parents.

### **Children Missing Education (CME)**

Reference will be made to the CME Policy where concerns are raised regarding:

- Leave of Absence – Failure to return
- Request to Elective Home Educate
- Moved out of Area – Destination Known
- Moved out of Area – Destination Unknown
- Young person leaving site

- Young person leaves/absent re Appointment

### **Monitoring and Evaluation:**

- Whole school/base/individual targets are set at the beginning of the year and reviewed on a monthly basis through the base attendance meetings.
- Governors set a KPI linked to attendance and monitor this through the Standards Committee.
- Any student who falls below 90% will follow the appropriate intervention process
- Individual pupil targets are set at the start of the academic year or within 2 weeks of starting at a base. This will be recorded on the weekly attendance spreadsheet.
- Key workers will monitor progress on a weekly basis and report any concerns to Base Coordinator/Pastoral Leads.
- Key worker and Base Coordinators/Pastoral Leads to monitor weekly spread sheet from Data Manager and use to inform key Worker Review meetings
- Assistant Head/ Base Deputy/Pastoral Leads responsible for ensuring registers are completed on a daily/sessional basis
- Attendance is a regular item at SLT and is looked at in more detail at the half termly monitoring meeting
- Any concerns around attendance and lack of progress will be raised at SLT and should there be a need to escalate this will be done through the Head Teacher/Deputy Head.

### **Role of the Attendance Officer**

- Support and train relevant staff on the use of the registration system and attendance processes
- Meet with Pastoral Leads and other identified staff to support attendance monitoring and improvement processes as required
- Produce weekly cumulative attendances for all pupils and email these to key workers/Base Coordinators and Pastoral Leads
- Produce half-termly reports showing actual attendance against target attendance for all pupils for Key Workers/Base Coordinators/Pastoral Leads and SLT
- Produce half-termly report showing actual attendance for Groups/Key Stage and whole school for SLT analysis
- To produce other data related to attendance monitoring as required

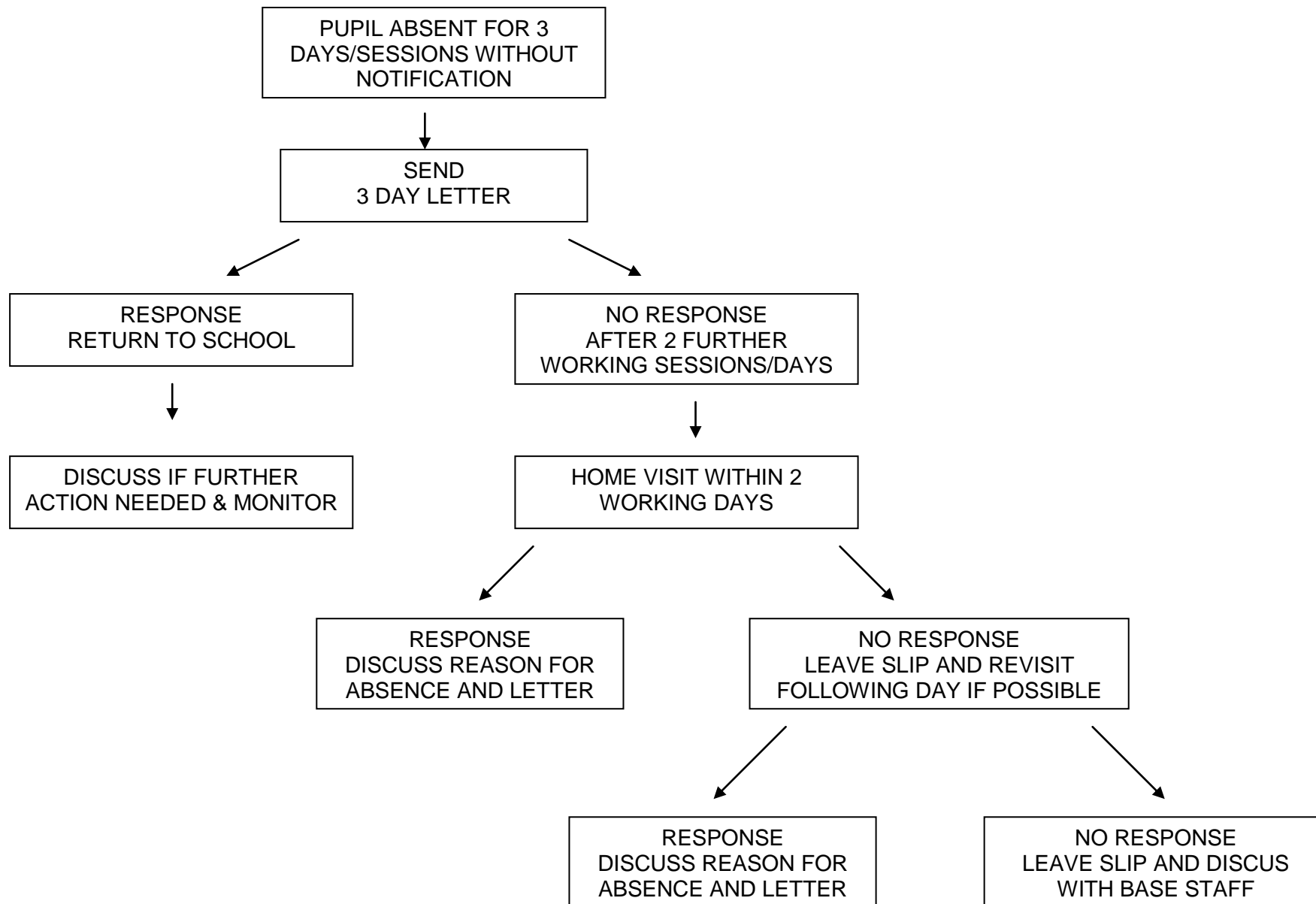
### **Persistent Absence**

Any Pupil whose attendance falls below 90% is classed as persistently absent, in line with Government legislation, as a school we are duty bound to report our persistent absence figures the local council. Any pupil who becomes persistently absent will be subject to the same attendance procedures as all other pupils who attend Kingsmead School. As a school we will endeavour to work with all pupils who are persistently absent and develop strategies to improve their attendance

### **Audit of attendance**

An audit of attendance will be reviewed on a termly basis with the Assistant Head responsible for Attendance Data, Assistant Head responsible for Process and the Attendance Officer.

**ATTENDANCE ACTION PLAN  
3 DAY ABSENCE**



## Parent Agreement School Attendance

Pupil: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Year Group \_\_\_\_\_ Date of meeting: \_\_\_\_\_

Parent name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

The Kingsmead School have a clear policy and protocol in place to address school attendance. Any attendance concerns are taken very seriously. It is important to us that your child attends school regularly and on time to ensure they meet their potential and achieve their proposed outcomes.

This is an agreement that highlights our expectations around school attendance and shows us your understanding of the process that may be followed should your child not attend school regularly and the consequences of not doing so.

We work to support young people and families in the best way we can. We hope that should there be any issues or concerns that prevent your child coming to school, that these are highlighted to enable us to help support you with this matter.

**I have been given a copy of the attendance procedure:**

 Yes No

**I understand the attendance procedure and that term time holidays are NOT allowed other than for explicit exceptional circumstances. You may incur a penalty notice and/or court action by taking your child out of school during term time.**

 Yes No

**I have been given the opportunity to discuss any concerns regarding school attendance.**

 Yes No

**I understand my responsibility in ensuring my child attends school regularly and on time**

 Yes No

**I will contact school on the first day of any absence**

 Yes No

**Other Notes:**

**Name of Parent/Carer:** \_\_\_\_\_

**Signature of Parent/Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_