



KINGSBURY SCHOOL

School Attendance Policy

LOCAL LEVEL POLICY

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| Policy compiled by: D. Hart | Approved by the Local Governing Body: Signed: Helen Pickering Date: 3 rd March 2020 | | |
| Signed: Martin Clarke On behalf of the Senior Leadership Team | | | |
| DATE OF NEXT REVIEW: March 2022 | | | |

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MISSION STATEMENT

Kingsbury School seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with and support students and their families to ensure each student attends school regularly and punctually. The school target for all students is 96%.

The school will establish an effective system of incentives and rewards acknowledging the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives Kingsbury School will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

All attendance and punctuality monitoring procedures are applicable to all Sixth Form students.

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS (See Appendix)

1. To improve the overall percentage of students at school.
2. To make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and students.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Attendance Compliance and Enforcement Service (ACE) and with other services and agencies.
9. To recognise the needs of the individual student when planning reintegration following significant periods of absence.



Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the year in which they reach the age of 16.

The Education (Student Registration) (England) Regulations 2006 require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register just record whether the student was:

- Present
- Absent
- Present at approved educational activity
- Unable to attend due to exceptional circumstances.

Section 444 of the Education Act 1996, states that if a child of compulsory school age, who is a registered student at a school, fails to attend regularly at the school, his/her parent is guilty of an offence.

Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.



- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Penalty Notices (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A student is absent from school for the purpose of a holiday in term time and the absence has not been authorised.

Amendments have been made to the 2007 penalty notices regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure that his/her children's regular attendance at school.

The penalty is £60 for those who pay within 21 days and £120 for those who pay within 28 days. Parents who do not pay a fine within 28 days may be prosecuted.

The procedure for issuing Penalty Notices will be in accordance with the Local Authority's Penalty Notice Protocol.

Categorising absence

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

Illness

Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness.

Medical / Dental Appointments

Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for part of the day. Parents/carers should show the appointment card to school to confirm the appointment.



Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or personalised timetable agreed as part of a reintegration package.

Religious Observance

Kingsbury School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends. Parents/carers are requested to give advance notice to Kingsbury School if they intend their child to be absent.

It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival. Any further absence will be categorised as unauthorised. In such cases the school may request that a Penalty Notice is issued.

Deletions from the Register

In accordance with the Education (Student Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- The death of a student.
- A student has transferred between schools.
- A student is withdrawn to be educated outside the school system.
- Failures to return from an extended holiday after both the school and the local authority have tried to locate the student.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- 20 days of continuous unauthorised absence have occurred, and both the local authority and school have tried to locate the student.
- A student has left the school but it is not known where he/she has gone after both the school and the local authority have tried to locate the student.

The school will follow the Local Authority's Children Missing Education Protocol when a student's whereabouts is unknown.

Attendance Protocols

Absence procedure for Kingsbury School

If a child is absent from school, the following will be initiated by the Attendance Team:

- A text service will be activated for all students who are not in school after close of register at 9.30 am.
- This may be followed up with a phone call or letter from the Attendance team or Form Tutor to verify the reasons for absence and whether additional support is needed to support the students return to school.



Expected absence procedure for parent/carer

A parent/carer has a legal responsibility to ensure that their child attends school regularly. Failure to do so could result in legal action being taken.

If a child is unavoidably absent from school parents/carers are expected to:

- Contact school by telephone call or text before close of register at 9.30 am on the first day of absence, identifying the **exact reason** for absence (not just 'ill' or 'unwell') and the expected date of return.
- A telephone call will be required in all circumstances.
- If no reason is provided, a letter will be sent home asking for the reason for absence.

Late arrival at school

At Kingsbury School all students are expected to arrive on time for every day of the school year.

The school day begins at precisely 8.35 am and we advise all parents/carers to ensure their child is on site prior to this. All students arriving after this time will be expected to report to the main office where their arrival will be recorded as late in the register.

The school register will officially close at 9.30 am. All students arriving on or after this time will be marked as having an unauthorised absence for the morning session.

All students who arrive late, or after the close of registration, will be asked to provide an explanation for their lateness, and, where necessary, parents/carers will be contacted in respect of the late arrival. Repeated arrival after the close of registration will result in a referral to the Attendance Compliance Enforcement Service (ACE) and may also result in a target being set and legal action.

Persistent Absence

A student becomes a 'persistent absentee' (PA) when their attendance drops below 90% for any reason. Absence at this level is causing considerable damage to a child's educational prospects.

All students who are PA, or are considered to be on track to becoming PA, will be referred to the school's ACE Casework Officer and may also be referred to appropriate external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance, a request may be made to the Local Authority to pursue legal proceedings.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section (1) offence and a £2500 fine and up to a 3 month prison sentence, under a Section (1a) offence.



Appendix

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS

AIM NO 1

To Improve the Overall Percentage Attendance of Students at School

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance using measurable outcomes.

AIM No 2

To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Students, Parents, Teachers and Governors

1. Produce termly/annual reports to governors.
2. Hold induction Year 7 evening for parents/students.
3. Use school publications and the Kingsbury School website to promote and celebrate good attendance
4. Provide training for staff in relation to newly implemented systems regarding attendance
5. Display weekly attendance figures and targets for tutor groups on the notice board
6. Year Leaders to meet bi-weekly with their SLT link to discuss pupils with attendance issues and decide on courses of action. In the first instance the Tutor will meet with the pupil and offer support. If there are further concerns, the Tutor will have a telephone conversation with parent(s)
7. The Attendance Officer will contact parents if there are further concerns regarding attendance. A home visit will be made if needed. The Attendance Officer will then arrange a meeting in school if the level of attendance remains a concern. A Common Assessment Framework will be offered at this meeting if the issues relating to the absences are complex or unknown. Referral to the Local Authority for Legal Action will be made if unauthorised absences continue



8. Assistant Head Teacher with responsibility for attendance to liaise with the Attendance Officer and Year Leaders to discuss intervention for students with persistent absence and/or concerning patterns of absence. To collect monthly information and data to share with the leadership team and the Attendance Governor.
9. Use Award systems, including; letters to parents, certificates, end of year prizes, etc.

AIM NO 3

To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks

1. School's pastoral admin team to make contact with parents/carers on first day of absence and pass absence information of 'targeted' students to Attendance Officer.
2. Utilise 'web based' attendance software 'Keep kids safe' to enable efficient two way communication between school and parents/carers via text, voice, email, and e-mail
3. Maintain unambiguous procedures for statutory registration.
4. Ensure clearly defined late registration procedures.
5. Respond swiftly to lateness (in respect of both students and parents).
6. Define clearly the roles and responsibilities within the school staffing structure.
7. Have clear procedures prior to referral to ACE
8. Review attendance regularly.

AIMS NO 4

To provide support, advice and guidance to parents and students

1. Highlight attendance in:
 - Tutor time
 - Assemblies
 - Parents evenings
 - Mentoring
 - Academic mentoring
 - Supportive group work
 - School bulletins



2. Seek improved communication with parents by introduction of 'keep kids safe' attendance system
3. Year Leaders and Learning Mentors to set up, review and evaluate 'attendance groups' for identified youngsters to support improved attendance
4. Involve parents from earliest stage.

AIM NO 5

To develop a systematic approach in gathering and analysing attendance related data

1. Using software 'keeping kids safe'/go4schools to collect and evaluate attendance data for use in awards/rewards and sanctions.
2. Monthly scrutiny of attendance data by leadership team
3. To ensure standardised recording of attendance in Years 7 to 11, teaching staff will only enter / if present or N if absent or L if late. Pastoral admin staff to input any other marks (e.g. holiday, medical, school visit etc.)
4. If no satisfactory explanation given for absence after two weeks, decision to be made by Attendance Officer/Assistant Head Teacher if absence to be unauthorised. Parents to be informed by standardised letter if absence is recorded as unauthorised.
5. Be consistent in the collection and provision of information.
6. Decide what information, if any, is provided for:
 - governors
 - pastoral staff
 - other school staff
 - parents
 - students (individual or groups)
 - ACE Casework Officer
 - Student Support Panel
7. Identify developing patterns of irregular attendance and lateness.



AIM NO 6

To further develop positive and consistent communication between home and school

1. Initiate first day absence contact.
2. Make full use of computer generated letters (SIMS).
3. Promote expectation of absence letters/phone calls from parents.
4. Explore the wide range of opportunities for parental partnerships (see Aim 2).
5. Provide information in a user-friendly way (may include languages other than English, and non-written).
6. Encourage all parents into school.

AIM NO 7

To implement a system of rewards and sanctions

1. Actively promote attendance and associated reward and effective sanctions.
2. Ensure fair and consistent implementation.
3. Involve students in system evaluation.
4. Take action which accords with objectives agreed between school and others, e.g., Parent, ACE, CAMHS, etc.

AIM NO 8

To promote effective partnerships with ACE and with other services and agencies

1. Carry out initial enquiries/intervention prior to referral.
2. Gather and record relevant information to assist completion of ACE case files/prosecution files.
3. Hold half termly attendance review with key school staff and ACE.
4. Arrange multi-agency liaison meetings as appropriate.



5. Establish and maintain list of named contacts within the local community e.g. community police contact officer.
6. Encourage active involvement of other services and agencies in the life of the school.
7. Develop understanding of agency constraints and operating environments.

AIM NO 9

To recognise the needs of the individual student when planning reintegration following significant periods of absence

1. Be sensitive to the individual needs and circumstances of returning students.
2. Personalise timetable where appropriate to reduce potential problems
3. Involve/inform all staff in/or reintegration process.
4. Provide opportunities for counselling and feedback.
5. Consider peer support and mentoring.
6. Involve parents as far as possible.
7. Agree timescale for review of reintegration plan.
8. Include ACE, parents and student in reintegration plan.