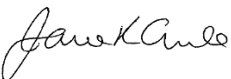





# STUDENT ATTENDANCE POLICY

Frequency of Review: Annual

Review Date Due: October 2019

|   |  |
|---|--|
| Signed:  | Signed:  |
| Jane Curle<br><b>Chair of Governors</b>   | Jennie Giovanelli<br><b>Headteacher</b>  |

## **Attendance Policy**

### **Principles**

It is the legal responsibility for the parents of all registered students to secure regular attendance of their children, under Section 39 of the Education Act 1944.

It is the legal responsibility of the school to register attendance & to help secure regular attendance of its students. "A school's rate of attendance can be regarded as a significant indicator of its effective performance" (**Education Observed – Attendance at School, DfES**).

Promoting excellent attendance is the responsibility of the whole College community. All students should be at College, on time, every day the college is open, unless the reason for the absence is unavoidable, in order to maximise learning potential.

Where a student does not attend, there is a detrimental impact on their learning and achievement, especially with regards to examination performance. Students with poor attendance consistently underperform in their examinations.

Any issues that arise with attendance are best resolved between the College, parents / carers and the student. However, permitting absence from College without a good reason is an offence by the parent and could lead to a referral to the Educational Entitlement Service (EIP) and legal action.

The attendance and behaviour policy must include procedural referral agreements that are designed to promote and safeguard the welfare of pupils. Where a child is absent from school for 3 consecutive days and we are unable to contact parent / carer, a letter will be sent home. If the College do not receive any response from parent / carer within 3 days, a home visit will be made. After the home visit, should there still be concerns, the case will be referred to the Education Entitlement Service. If the child is in care or there are child protection concerns we will refer after 3 days. Where there is a social worker involved, we will make every attempt to inform the social worker on the first day of absence. Where a child is absent for 5 days in a 6 week period, the College can also refer for a fixed penalty notice.

The College is required to take an attendance register at the beginning of the morning and afternoon sessions each day to show whether the student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory College age is absent, every half-day absence from College has to be classified by the college, as either AUTHORISED or UNAUTHORISED. Only College can authorise the absence, not parents/ carers.

Information about the cause of each absence is always required by telephone to account for each day of absence and confirmed in writing on the student's return. The College will use Lesson Monitor to electronically monitor attendance in lessons.

*Authorised absences* are mornings or afternoons away from College for a good reason such as an illness or other unavoidable cause.

- It is not appropriate for the College to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g.

bereavement) or for medical treatment. Dental and optical appointments should be made outside of College time.

- The College makes the final decision on whether or not an absence is authorised.

*Unauthorised absences* are those which the College does not consider reasonable and for which no "leave" has been given. This includes:

- Parents / carers keeping children off from College unnecessarily.
- Truancy before or during the College day.
- Absences which are not fully explained or evidence is not provided.
- Leave of absence for holidays or other circumstances not authorised by the Headteacher.
- Any absence where attendance is already below 90%.

Parents/ carers whose children are experiencing difficulties should contact the College at an early stage and work together with the staff in resolving any problems. This is nearly always successful. The College will offer numerous avenues of support including an Early Help Assessment if it is felt that this is required. If difficulties cannot be rectified through College support, the College or the parent may refer the child to the Education Entitlement Service. Efforts will always be made to resolve the situation through support but if other ways of trying to improve the child's attendance have failed, the Education Entitlement Officers can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. Penalty notices can be issued to each parent who fails to ensure their child's regular attendance at College. The penalty notice will be £60 if paid within 21 days, or £120 if paid within 28 days. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

### **Promoting good attendance**

The importance of excellent attendance has a high profile at Kingsthorpe College. The link between attendance and achievement is critical and emphasised in all aspects of daily College life. Kingsthorpe College has an attendance target of 96% for every single student, and our drive is to ensure as many students as possible achieve this measure, as undoubtedly this will have a positive impact upon student progress and achievement.

Assemblies promoting excellent attendance are frequent, and excellent attendance and punctuality are rewarded throughout the academic year and form part of our whole school honour roll reward system. The planner has an attendance 'traffic light' so the students can evaluate their attendance. The students receive their attendance on a weekly basis and this should be recorded within student planners.

## Impact of reduced attendance

| Attendance Percentage | Number of sessions missed | Equivalent number of days missed | Equivalent number of weeks missed | Equivalent number of lessons missed |
|-----------------------|---------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| 100%                  | 0                         | 0                                | 0                                 | 0                                   |
| 96%                   | 20                        | 10                               | ~ 2                               | 49                                  |
| 90%                   | 38                        | 19                               | ~ 4                               | 95                                  |
| 85%                   | 57                        | 28 ½                             | ~ 6                               | 143                                 |
| 80%                   | 76                        | 38                               | ~ 8                               | 190                                 |
| 75%                   | 95                        | 47 ½                             | 9 ½                               | 238                                 |
| 70%                   | 114                       | 57                               | 11 ½                              | 285                                 |

## Procedures

The College applies the following procedures in deciding how to deal with individual absences:

### *Absence:*

- If a student is absent, it is the responsibility of the parent to contact the College on every day of absence. The College absence line is available on (01604) 716106. For safeguarding reasons the College is not able to assume that your child will not be present in school if they have been reported absent due to illness on a previous day.
- Absence can now also be reported through the MyEd parent app, absence is required to be reported for each day of absence.
- In a situation where absence has not been reported to the College, a message will be sent to the parent via the MyEd app asking for a reason to be provided for absence, or a first day response call will be made home by the College attendance officers. If the College feels that it is necessary a home visit will be made to ensure the safety of a student.
- On return to College, the parent must provide a letter to confirm the reason for and the duration of the absence.
- Absence for medical or dental appointments for students will only be authorised for either a morning or an afternoon session in school. Students will be expected to attend school for the remainder of the day.
- Absence for a full day will only be authorised by Kingsthorpe College in exceptional circumstances and applications for this must be made in writing. Evidence of the location and length of the appointment will need to be provided before a full day of absence can be authorised.
- If a student arrives in school after registers are closed, the student is deemed as absent. If no reason is provided, they will be marked as Late after the register has closed (U coding) for the morning session.

- After the registers have been read, the College attendance officer will make first day response calls to all students who are absent and no reason has been provided for their absence.
- If the College has concerns around a student's attendance, a letter will be sent home detailing the concerns (Attendance letter 1). This will trigger a 3 week period of monitoring, and if concerns are still apparent, then a further letter will be sent home asking for the parent / carer to contact the College to arrange a meeting with the designated year team (Attendance letter 2).
- For students who are regarded as persistent absentees, parents / carers will be invited to a Parent Contract Meeting to agree targets and strategies for support. Continued unauthorised non-attendance will result in a referral to the Education Entitlement Service who may decide to issue a Fixed Penalty Notice.
- It is essential that parents provide up to date contact details and phone numbers so that the College can keep parents / carers fully informed at every stage of the attendance procedure.

*Lateness:*

- Lateness is a form of absence.
- Students who are late to College must have a valid reason such as a supporting medical appointment form or equivalent.
- Students who are late with no valid reason will sign in at main reception via the College fingerprint system and the student will be issued with a break time FINE (Failure In Normal Expectations) detention by their tutor / year team.
- If a student is late 3 or more times within a 1 week period they will be issued a 1 hour after school pastoral detention and a phone call home will be made by the relevant year team.
- Persistent lateness will be addressed by year teams and parents may well be invited in for a meeting to discuss the issues around persistent lateness.

*Family Holidays:*

- Kingsthorpe College do not authorise family holidays during term time. Any student who is absent from College due to a family holiday will be reported to the Education Entitlement Service, who may decide to issue a fixed penalty notice. Holidays can only be authorised by the Headteacher in 'exceptional circumstances'.
- The immediate referral to the Education Entitlement Service for any student who takes a term-time holiday implements the revisions made to The Education (Pupil Registration) (Amendment) (England) Regulations 2013 which were implemented on 1<sup>st</sup> September 2013.

*Administration:*

|              |  |
|--------------|--|
| 8.35         | The bell signifies that students move to tutor time  |
| 8.40         | Students begin tutor time and their attendance is recorded in SIMs.  |
| 8.40 onwards | Late students sign in at main reception  |
| 9 – 11.20    | First day response calls are made to students who are marked as absent with no reason provided to the College. |

*Lunchtimes:*

- All main school students (Years 7-11) stay on the College premises for lunchtime, unless in exceptional circumstances which are agreed by the Headteacher and parents / carer.

### *Planners:*

- Tutors will check and sign planners on a regular basis as evidence of attendance as well as behaviour.
- Parents will check and sign planners each week.
- Teachers will stamp / sign or put in a consequence as appropriate for each lesson. This can be used to double check attendance to all lessons during the school day. It is the student's responsibility to ensure their planner is stamped / signed at the end of every lesson.

### *College action*

- The year teams will monitor students whose absence and lateness cause concern.
- The year teams will track and analyse attendance and identify patterns of absence.
- Loss of social time, after school detentions and correspondence with home will arise from poor attendance and punctuality.
- Where there is cause for concern about child protection, a referral may be made to Social Services and the Education Entitlement Service.

### *Education Entitlement involvement*

- Referrals will be made to the Educational Entitlement Service after College action (Parent Contract Meeting) and in the event of continued poor attendance and punctuality.
- Referrals can also be made to the Educational Entitlement Service prior to College action (Parent Contract Meeting) where the College feels there are serious concerns.
- Parental contracts will be issued as appropriate and in accordance with the Local Authority's procedures.
- When an individual student's attendance level falls below 85% in any term without good reason, a referral to the Education Entitlement Service will be made by the college. Following investigation, any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.
- From September 2013, the issuing of a Fixed Penalty Notice must be balanced against the option of giving a further warning notice dependent on the level of unauthorised absence which may be:
  - a. 18 sessions of unauthorised absence in the last 6 weeks
  - b. 10 consecutive days unauthorised absence
  - d. An accumulation of unauthorised absence leading to an attendance of 85% or less

## **Summary**

The college has a legal duty to publish its absence figures to parents and to promote excellent attendance. Equally, parents have a duty to make sure that their children attend and are on time. Kingsthorpe College staff are committed to working with parents to ensure improvement in attendance for every student.

All students should strive for 100% attendance but the minimum target figure for the College is currently 96%.

**This policy takes into account the changes introduced on 1<sup>st</sup> September 2013 through The Education (Pupil Registration) (Amendment) (England) Regulations 2013.**

## **Appendices**

|              |   |
|--------------|---|
| Appendix I   | Kingsthorpe College Attendance Procedure Flow Chart |
| Appendix II  | Attendance letter 1                                 |
| Appendix III | Attendance letter 2                                 |
| Appendix IV  | Sample Parent Contract                              |

Appendix I -

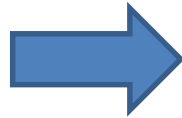
Attendance Procedure

**Throughout every step, actions with dates and detail need to be logged on the year group attendance spread sheet.**

Students identified for Attendance letter 1 to be sent.  
Students are identified by year teams due to having a certain number of absences – for example; 3 or more periods of absence in the term.  
Year teams to have discretion in these matters if they feel there has been a genuine reason and the student is not an attendance concern moving forward.



After Attendance 1 letter is sent – period of 3 weeks monitoring.



If attendance drops within the 3 weeks, a phone call home needs to be made. Year team to inform tutor that letter 1 has been sent and tutor to be involved in monitoring.



If attendance concerns continue – Attendance letter 2 is sent by year team and parents need to be invited in for a meeting. College Attendance Officer to attend meeting to warn of PCM procedure and discuss EHA procedure.



At the end of the 3 weeks of monitoring, attendance is no longer a concern – positive phone call made home by tutor / year team.



3 weeks of monitoring will take place by year team – if attendance drops within this 3 weeks, a phone call home is made by the College Attendance Officer.



After 3 weeks of monitoring, if attendance remains concerning then a PCM meeting is arranged by the College Attendance Officer with year team to attend. If Parent Contract fails then a referral to Education Entitlement Service is considered.

If at any point there are serious concerns regarding a student, year teams to refer directly to the College Attendance Officer.



Appendix II- Attendance letter 1

Dear .....

\_\_\_\_\_ attendance has fallen below the whole school expected attendance figure of 96%. His / Her current attendance is \_\_\_\_%.

Attendance is a high priority at Kingsthorpe College as we firmly believe that excellent attendance underpins student progress and achievement. We challenge all of our students to achieve above the College target of 96% and we assume parental support in maintaining these high standards.

We will be monitoring \_\_\_\_\_ attendance over the next 3 weeks. We hope that there will be an improvement towards the attendance target of 96%. However, if attendance concerns do continue throughout this period of monitoring then we will need to contact you again.

Please can I also take this opportunity to remind you that reporting absence is key to ensuring that we, as a College, are able to safeguard all of our students efficiently and effectively. For any future absence, please ensure that a message is left on the student absence line on the morning of absence. The absence line can be reached by calling the school telephone number 01604 716106 and choosing the option to report a student absence.

If you would like any support in improving \_\_\_\_\_'s attendance please contact the appropriate Year Team in the first instance.

Yours sincerely



Mr P Hancock  
Senior Strategic Leader

## Appendix III – Attendance letter 2

Dear \_\_\_\_\_

I am writing to you as after a period of monitoring, \_\_\_\_\_ attendance is still of concern. His current attendance is \_\_\_\_\_%.

In the previous letter that was sent to you we stated that attendance is a high priority at Kingsthorpe College and we firmly believe that excellent attendance underpins student progress and achievement. Since this previous written communication, attendance concerns remain.

At this time, I must point out to you that as a parent you have a duty to ensure your child receives an appropriate full time education. If you fail in this duty you may be guilty of an offence under Section 444(1a) of the Education Act 1996 and liable to prosecution.

Due to our ongoing attendance concerns, I would ask that you contact the relevant year team to arrange a meeting at your earliest convenience, to discuss this further.

Yours sincerely



Mr P Hancock  
Senior Strategic Leader

Appendix IV – Sample Parent Contract



Kingsthorpe College  
Boughton Green Road  
NN2 7HR  
Tel: 01604 716106

**Parenting contract between Kingsthorpe College, parent(s) and child**

Pupil: \_\_\_\_\_ DOB: \_\_\_\_\_

Ethnicity \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Year \_\_\_\_\_ Tutor Group \_\_\_\_\_

Parent(s) names:

1. \_\_\_\_\_

DOB: \_\_\_\_\_

Gender: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Do you consider yourself to have a disability? Yes/No

If yes please state details:

\_\_\_\_\_

2. \_\_\_\_\_

DOB: \_\_\_\_\_

Gender: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Do you consider yourself to have a disability? Yes/No

If yes please state details:

\_\_\_\_\_

Please include all those with parental responsibility including those who have day to day care for the child.

Sibling(s) names \_\_\_\_\_ School: \_\_\_\_\_

Sibling(s) names \_\_\_\_\_ School: \_\_\_\_\_

Purpose of Agreement: To improve the pupil's school attendance record and avoid legal action being taken.

Summary of involvement:

School have visited:

School have written:

School have telephoned:

Kingsthorpe College has made you aware of your legal responsibilities in relation to this matter.

Multi Agency Involvement: Yes/No

Are any agencies involved currently with the parent/guardian? Yes/No

Is an EHA required Yes/No. If no give reason.

**Summary of areas of concern:**

Attendance in last \_\_\_\_\_ weeks \_\_\_\_\_ out of \_\_\_\_\_  
\_\_\_\_\_ % Attendance.

| Issues raised               | Yes | No | Issues Raised              | Yes | No |
|-----------------------------|-----|----|----------------------------|-----|----|
| 1.Alleged Bullying          |     |    | 5.Peer/Staff Relationships |     |    |
| 2.Medical                   |     |    | 6.Academic                 |     |    |
| 3.Home Related Difficulties |     |    | 7.Behaviour / Attitude     |     |    |
| 4.Transport                 |     |    | 8.Community / Other        |     |    |

Areas of concern to be identified together with impact upon attendance.

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Agreed action: I/we the parent(s) agree to address the following target areas for improvement in attendance and/or punctuality and to co-operate fully within these aims:

*Please include actions for all (where appropriate) and ensure these are clear with who is carrying out action and timescales.*

1. Attendance between now and review date \_\_\_\_\_ minimum \_\_\_\_\_ %

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If I am concerned I will contact \_\_\_\_\_ without delay.

**Timescale**

The parenting contract will be reviewed in \_\_\_\_\_ weeks.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

If the targets are met then this contract will be reviewed. If there is significant improvement and support has been put in place that needs to be monitored the contract can be extended with a review. However if the targets are not met and there is no legitimate reason for non-attendance then a contract will be submitted to the Local Authority Educational Inclusion and Partnership Team.

This may result in:

A Fixed Penalty Notice payable up to £120 for each parent.

Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1000.

Prosecution under s444 (1) Education Act 1996, where is convicted you may be fined up to £2500 and or three months imprisonment.

Parent(s) signatures:

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Also present:

Pupil \_\_\_\_\_

Attendance Officer: \_\_\_\_\_

Others present: \_\_\_\_\_

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

