



KENILWORTH SCHOOL & SIXTH FORM

ATTENDANCE POLICY

SEPTEMBER 2015

POLICY DETAILS

Date of policy: June 2008
Date of review: September 2015
Date of next review: September 2016

Member of staff responsible for overseeing that this policy is implemented and regularly reviewed:

Simon Bennett (Assistant Headteacher)

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MISSION STATEMENT

Kenilworth School and Sixth Form (the School) aims to maximise attendance rates in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them.

PURPOSE

To address and conform to the following, as detailed in the Education (Pupil Registration) Regulations 1995 and, subsequently, in the document entitled "School Attendance: Statutory Guidance and departmental advice" (August 2013):

Keeping of Registers	Inspection of Registers
Content of Admission Register	Returns
Leave of Absence	Methods of marking entries
Deletions from Admissions Register	Preservation of Registers
Dual Registration	Use of Computers

Under Section 199 of the 1993 Education Act, a pupil is required to attend regularly at the School where he / she is a registered pupil.

AIMS AND OBJECTIVES

The Attendance Policy is one aspect of a larger framework of policies for managing and organising the School. It relates to aspects of SEN, liaison with the home, pastoral

role of teachers, teaching and learning styles, curriculum policies, and the staff / pupil handbooks and School prospectus.

This Policy should give clear guidance on practice and be shared with and readily understood by parents / guardians or carers, pupils and staff. The School promotes good attendance, through an emphasis on developing good relationships with pupils and responsiveness to their needs. It highlights successful practice in motivating pupils to attend and follow up action when attendance is poor, and establishes a framework for monitoring attendance and dealing with absenteeism and the consequences.

ROLES AND RESPONSIBILITIES

ALL TEACHERS - The teachers' own attendance and punctuality are used to convey a message about the importance attached by the School to these features. All staff try consciously, to promote a climate of achievement, success and praise. Good attendance by pupils is a clearly identified priority and is commented on.

Non-attendance is followed up promptly and reasons for absence established. It is not viewed simply as a problem of individual pupils but has a background of wider concerns (see Section 7 Rewards and Sanctions). Computerised registration is completed in accordance with School procedures.

The attendance information for the School relies on efficient and prompt returns on absent pupils being made in period 1 and in period 4. The teaching staff for these periods must prioritise this task but also complete electronic registers on SIMs for every lesson.

Any late arrivals to school must sign in and inform the Attendance coordinator. Students arriving late without a valid reason will receive a lunchtime detention on that day. If any students fail to attend a total of two or more late detentions they will receive a day in isolation as a consequence.

All staff are expected to encourage good attendance and punctuality and it is required that subject teachers will keep a register of attendance at individual lessons and report attendance concerns to Year Heads.

SCHOOL SIMS OPERATOR – The Admission Register will be maintained by the School SIMS Operator.

FORM TUTORS AND PRINCIPAL TUTORS – The Attendance Register will be kept by the Form Tutor (or substitute) and regularly checked by the appropriate Year Head.

The Form Tutor should refer any queries about attendance to his/her Year Head. The Form Tutor and Year Head are responsible for monitoring the attendance of all pupils in their group and if necessary refer, in writing, any pupils giving cause for concern to the Attendance Compliance Enforcement (ACE). Unauthorised absences will be carefully monitored and the Form Tutor or Year Head will inform the parent / guardian or carer about any such absences (see attendance monitoring and panel procedure). Any pupil found truanting will be interviewed and appropriate sanctions applied to help them avoid this behaviour.

YEAR HEADS - to review the attendance situation in their Year and follow-up all unauthorised absences. Year Heads will also support by arranging to meet with parents where necessary to set an internal target and to discuss strategies for improving attendance where there is a problem.

ATTENDANCE COORDINATOR – to assist the monitoring of attendance, regular printouts will be made available via the Attendance Coordinator. Details of pupils' records of attendance will be included in their School Report.

ASSISTANT HEADTEACHER (I/C ATTENDANCE) - The Assistant Headteacher will monitor attendance to ensure compliance with procedures specified in the staff handbook. Non-compliance is followed up and rectified. A breakdown of school attendance is completed and monitored for attendance patterns. Concerns over attendance (individual or group) are referred to the Headteacher and followed up. Parents / guardians or carers may be contacted and/or if deemed necessary the Attendance Audit Officer contacted. The Assistant Headteacher communicates with the Attendance Compliance Enforcement (ACE) worker on a regular basis.

HEADTEACHER - The Headteacher regularly monitors and comments on attendance. Parents are kept informed, via the Schools' website and in newsletters, of issues relating to attendance and punctuality. The Headteacher ensures that school attendance procedures are complied with and communicates with individual parents / guardians or carers over attendance and punctuality. The aim is to ascertain any obstacles to attendance and seek to remedy them.

INVOLVEMENT OF PARENTS/GUARDIANS OR CARERS - Parents / Guardians or carers have a legal duty to ensure their child attends school or receives an appropriate education. Parents are responsible for their child being properly dressed and equipped and in a fit condition to learn. The School makes clear the timing of lessons and its expectations regarding lateness and absence via the school prospectus, website and newsletter. The term dates are made clear to parents / guardians or carers as are teacher training days, bank holidays (see annually communicated calendar).

Parents / guardians or carers should inform the School by letter / telephone/in person when their child is not attending the School. A pupil's absence from the School must be considered as unauthorised until a satisfactory explanation is forthcoming from the parents / guardians or carers. In cases of persistent absence the parents' co-operation should be enlisted in order to tackle this.

Parents / guardians or carers are informed when the School has concerns regarding absence or lateness. Non-attendance or lateness often has contributory features of the home, community or school life. Parents / guardians or carers are made aware of the School's procedures and criteria for authorising absence. All absence is recorded on the child's registration certificate and this data is sent home in the child's annual report.

PUPILS – All pupils are expected to attend the School and all of their lessons regularly and punctually. Pupils who experience attendance difficulties will be offered prompt and sympathetic support, initially from their Form tutor and if the need should arise, from their Year Head. The School requires a pupil who has been absent to bring a note from home explaining the reason for their absence on the day that they return to School.

Telephone calls to explain absence are acceptable. Letters will be sent to parents / guardians or carers who have failed to account for their child's absence. When time permits, a sample of pupils will be telephoned to confirm their non-attendance on their first day of absence each day.

Pupils, parent / guardians or carers whose first language is not English, or who have literacy difficulties, will be offered appropriate support from the School in matters of communication.

PROCEDURES FOR REGISTRATION FOR PUPILS, TEACHERS AND STAFF

The School has an accurate and consistent computerised system to monitor absence and lateness. Registers will be called promptly at 08:40 and 13:25 and will be marked (using the correct symbol or reference provided). **Any students who are absent at close of register, without parents having made contact to explain the absence, will receive a text message informing them of their child's absence and requesting explanation.**

The registration period ends at 8:50 although students arriving after the 8:40 bell will be registered as late (L). (There is a warning bell at 8:35 to remind students to be at

their tutor rooms). Any students arriving between 8:40 and 9:30 will be marked as L. Registers officially close at 9.30, therefore any student arriving after 9:30 will be marked as U (“Arrived in school after registration closed”).

Registers close in the afternoon at 13:30. If a pupil fails to arrive before the registers are closed, he / she will be marked absent. Pupils who arrive after the registers have been closed should report to the main reception (Leyes Lane or Sixth Form) and sign the School Late Book provided. The attendance co-ordinator, from the late book, will subsequently amend the register entry to read absent / late.

LATENESS – If a pupils is late in the morning (not arriving at their tutor base before the 8:40 bell) then they will be issued with a detention for the following lunch-time that same day. The pupil will be informed during the morning of their detention and the time and venue. They will also be informed that they can eat their lunch in the detention room. If any student fails to attend any late detention a total of two or more times, they will face isolation for one day.

If a pupil is persistently late, the Year Head will contact the parents/guardians or carers. Parents are reminded that if a child arrives in the School after the registers have closed and an acceptable explanation is not forthcoming, the pupil must be recorded as unauthorised absent for that session.

The School makes it clear via newsletters and the website to parents/guardians and carers the times at which the School day begins and the Schools expectation's regarding prompt attendance. Lateness is recorded in line with procedures. Patterns of lateness are monitored to identify how this is having an effect on pupils' time at School – this may amount to serious non-attendance and result in reduced access to the curriculum.

Pupils are aware that registration is taking place and is a significant legal procedure. Notes and telephone messages from parents / guardians or carers regarding absence are recorded and retained with the pupils records.

DEFINITION OF AUTHORISED/UNAUTHORISED ABSENCE – It is vital that all staff adhere to the same criteria when deciding whether or not to authorise an absence.

The School will decide on how an absence is to be recorded according to ‘School Attendance: Statutory Guidance and Departmental Advice (DFE August 2013). This states that:

ABSENCE CAN BE AUTHORISED IF: (this includes the Reference to be recorded)

- The pupil was absent with leave (defined as 'leave granted by any person authorised to do so by the Governing Body of the School) **H**
- The pupil was ill 'or prevented from attending by any unavoidable cause' **I**
- 'The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs' **R**
- Leave of absence authorised by the school (exceptional circumstances) **C**
- The pupil is attending an interview with either a prospective employer or in connection with an application for a place in an institute of further or higher education or for a place at another school **J**
- The pupil is attending approved Work Experience **W**
- The pupil is participating in a supervised sporting activity **P**
- The pupil is attending an off-site Educational Activity **B**
- The pupil is participating in an approved educational trip or visit **V**
- A pupil is granted study leave (this should not exceed two weeks) **S**
- The pupil is involved in an exceptional special occasion **C**

A full list of codes and definitions can be found in the document 'School Attendance: Statutory Guidance and Departmental Advice (DFE August 2013).

Absence should be unauthorised if:

- No explanation is forthcoming **N**
- The School is dissatisfied with explanation **O**

This will include:

- The pupil stays at home to mind the house or to look after siblings (the guidance suggests that absence in such cases should only be granted in exceptional circumstances)
- The pupil is shopping during the School's hours
- The pupil is absent for unexceptional special occasions (e.g. a birthday)
- The pupil is away from the School on a family holiday out of the authorised term times

LEAVE OF ABSENCE

The Government have 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.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action

against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.

- 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.

PROCEDURES FOR FOLLOWING UP ABSENCE

- If a pupil is absent for more than three consecutive days without explanation, attendance coordinator will contact the parents / guardians or carers. If the absentee is a pupil about whom there are already concerns, the Form Tutor or Year Head will make every effort to contact the parents / guardians or carers immediately.
- If a pupil is persistently (or intermittently) absent, the attendance co-ordinator will write to / contact the parents / guardians or carers and can invite them to attend a meeting at the School. The Year Heads, Assistant Headteacher / Deputy Headteacher will be involved in cases considered to be of serious concern.
- If a pupil returns to School after a period of absence and fails to bring a note, or if the explanation offered by a note is unsatisfactory, the attendance co-ordinator will write to the parents / guardians or carers if it is deemed appropriate.
- If a pupil is persistently absent or late and the School's efforts to effect an improvement have been unsuccessful, the situation will be referred to the Educational Welfare Officer during his / her consultation visit(s) to the School.
- Notes from parents / guardians or carers will be initialled by the Form Tutor and sent to the Attendance Coordinator for inclusion on the computerised registers and pupil's records. Records of all telephone messages regarding absence / lateness are placed in the pupil's records.
- If a pupil is absent for ten days then the case must immediately be referred to the Children Missing from Education (CME) team by the Head of Year.
- If a pupil is ill for 4 consecutive weeks then a referral to ECoS (Education of Children Out of School) must be made by the Head of Year. A medical note must have been provided for this.

STRATEGIES FOR PROMOTING ATTENDANCE

The School will work to provide an environment in which pupils feel valued and welcomed, that pupils feel their presence in the School is important, that they will be missed when they are absent / late and that follow up action will be taken.

- A varied and flexible curriculum will be offered to all pupils. Every effort will be made to ensure that learning tasks are matched to pupils' needs

- Attendance data will be regularly collected and analysed in order to help identify patterns, correlate attendance with achievement, set targets and support and inform policy / practice
- Pupils whose attendance is cause for concern will be set targets for improvement. The Form Tutor or Year Head will monitor and review these targets. (see Attendance Monitoring and panel Procedure)
- It may be that assistance with this matter is required from the Attendance Compliance Enforcement service (ACE).
- Pupils who have been absent for whatever reason for an extended period will, when appropriate, have individually tailored reintegration programmes prepared for them
- The Headteacher and Assistant Headteacher i/c Attendance will make an annual report to the School's Governing Body on attendance matters
- Year Heads / SENCO will, when appropriate, liaise with other agencies – Educational Psychology Service, Social Services, ECOS, child and Family Guidance, when this may serve to support and assist pupils who are experiencing attendance difficulties
- Regular visits will be made to feeder Primary Schools in order to ensure the smoothest possible Secondary transfer. Discussions with Primary School teachers will seek to identify those pupils who may require extra support during this process
- Termly Celebration Assemblies will take place that reward students who have excellent attendance each term
- The School, in partnership with the Attendance Compliance Enforcement service, will institute Attendance Panels where pupils and parents are invited to discuss poor attendance levels.

ATTENDANCE MONITORING AND PANEL PROCEDURE

Monitoring of attendance and punctuality will be monitored by the Form Tutor, Year Head, Assistant Headteacher i/c Attendance, Attendance Coordinator and School SIM's Operator using the registers and the regular computer printouts. Lesson registers will be monitored, as required, by Form Tutors. An annual review will be undertaken to compare attendance and registration related to data with those for previous years and with local and national averages for reporting to the Governing Body. The policy and procedures will be reviewed bi-annually or earlier (as necessary) for accuracy and government requirements.

- If a pupil is persistently (or intermittently) absent, the Form Tutor or Year Head will write to / contact the parents / guardians or carers and can invite them to attend a meeting at the School. The Year Heads, Assistant Headteacher / Deputy Headteacher will be involved in cases considered to be of serious concern.
- If a pupil returns to School after a period of absence and fails to bring a note, or if the explanation offered by a note is unsatisfactory, the attendance co-ordinator will write to the parents / guardians or carers if it is deemed appropriate.

- If a pupil is persistently absent or late and the School's efforts to effect an improvement have been unsuccessful, the situation will be referred to ACE.
- Notes from parents / guardians or carers will be initialled by the Form Tutor and sent to the Attendance Coordinator for inclusion on the computerised registers and pupil's records. Records of all telephone messages regarding absence / lateness are placed in the pupil's records.
- If a pupil is absent for ten days without authorisation then the case must immediately be referred to the Children Missing from Education (CME) team by the Head of Year.
- If a pupil is ill for 4 consecutive weeks then a referral to the Ill Health Team can be made by the Head of Year. A medical note must have been provided for this.

Weekly Attendance Monitoring Process:

Weekly reports are generated by Attendance and any students who fall below 95% are on alert. Lists go to Year Heads and are discussed with form tutors. At this stage:

1. **Letter one may be sent home.** If appropriate tutors can place students with 95% or lower on **attendance improvement report** – tutors will make contact with home by phone/email to explain the attendance report and letter and discuss the problem and offer support.

OR

The School may consider sending the 'medical evidence' letter, where the majority of absences are due to illness.

If there is no improvement over period of three weeks or attendance drops below 90% then:

2. **Letter two is sent home:** The student's Head of Year will make contact to explain the letter and to invite parents/carers to a support strategy meeting.
 - The Head of Year meets with parents/carers to offer support and discuss the case. (CAF or similar agency support may be offered)
 - The Head of Year will agree an internal target for improvement with the family – suggested period: three weeks (or at HOY discretion, depending on case)

If there is no improvement over period of three weeks or attendance drops below 90% then:

3. **Letter three is sent home** ACE referral made.

Resulting ACE (Attendance Compliance Enforcement service) referral could be:
 Casework – engaging with family, ensuring all agencies which could support the family are involved/assessment of family and pupil needs/engaging with pupil in school
 Pre-Legal Meeting – this is where the school feels there are no valid reasons why a pupil should not be in school, and the school has made every effort to support the pupil. Parents are invited to a PLM with HOY/Head of Pastoral. The school listens to their reasons and decides at the PLM if the ACE officer is to set an attendance target which will have legal implications should the pupil fail their target.

If a legal target is set and not met, legal proceedings will be implemented by ACE.

DATA COLLECTION

Attendance data is collected, collated, analysed, published and used to focus and motivate teachers, pupils and parents / guardians or carers. It is used to show attendance improvements for individuals and groups of people as well as to identify trends. Data is used to:

- Monitor absence or lateness of pupils so that appropriate action can be taken
- Monitor patterns of absence and lateness across the school to identify trends in relation to:
 - Year groups; pattern and nature of authorised absence
 - Individual pupils
- This information is available within the School and to the Local Authority in order to plan effective responses and to set targets for improvement
- Information concerning pupils' last year of attendance is passed on to future schools attended by that pupil in order for them to work with the pupils from the beginning
- Parents / guardians or carers have access to their own children's attendance data
- The School will publish data in relation to levels of absenteeism annually in the annual Governors' Report to Parents
- The School sets quantifiable attendance targets and uses strategies and the necessary attendance forms will be completed and made available to the ESW

RE-ENTRY STRATEGIES FOR ABSENTEES

Pupils who are absent through sickness for any extended period will, when appropriate, have work sent home to them and will be given suitable support from the School upon their return.

On returning to the School, teachers will focus on work in the core subjects identifying what the priority needs are to be covered so as not to hinder future learning. Special needs support will be given as appropriate.

REWARDS AND SANCTIONS

Attendance is closely related to behaviour, particularly bullying and other forms of disruptive behaviour. Effective approaches to promoting and maintaining good rates of attendance will be characterised by good behaviour management with clear boundaries and a balance of sanctions and rewards. This policy should be seen alongside the whole school Behaviour Policy.

Schools effective in promoting good attendance are also likely to have good special needs provision and pastoral support. Pupils who have difficulty with school and feel

unsupported are frequently those who do not attend. Tackling attendance is the responsibility of all teachers and is influenced by the whole curriculum and teachers' awareness of pupils' responses to it.

The following are examples of rewards and sanctions that the School uses:

REWARDS House Points which can be used to buy items in the 'sleuth shop', certificates, praise in assembly, class rewards, letters home, House rewards in Celebration Assemblies

SANCTIONS Entry in late book, sent to the Year Head
Communication with parents / guardians or carers / detentions

THE SCHOOL ROLL - ADMISSIONS AND REMOVAL

The School is required to admit a pupil if it has a vacancy even where that pupil has been excluded from another school. When a child cannot be admitted the school will give their reason for not doing so in writing to the parents / guardians or carers within a week. Copies of these letters will be forwarded to the LA Assistant Education Officer Schools.

Pupils should be taken off roll after an unexplained absence of six weeks or when the School is aware of a pupil's move to another school or locality.

A pupil attending the School must be on the School roll. There cannot be any temporary placements. Pupils are admitted formally and if the placement breaks down then the usual exclusion procedures must be followed or alternative provision sought in liaison with the parents and the LA. A child may attend an off-site unit part-time and be retained on the roll of the School.

ATTENDANCE SYSTEM PROCEDURE

AIM: To ensure that:

- a) A consistent recording system of pupil attendance is used in order to meet legal requirements
- b) The security and safety of pupils in the School is considered
- c) Trends of lateness / absenteeism are identified

STAFF INVOLVED: All

RELATED POLICIES:

Attendance	Equal Opportunities	Holidays
Staff Handbook	Behaviour Policy	Sanctions

MONITORING

RESPONSIBILITIES FOR MONITORING THE PROCEDURE

The Assistant Headteacher i/c Attendance in liaison with the Year Heads, Form Tutors and Attendance Coordinator, will monitor the impact of this Policy termly and report to the Headteacher and Governing Body.