



Attendance Policy

Policy area

Students / Safeguarding

Statutory regulation

Education Acts 2002 and 1996
Education (School Day and School
Year) Regulations 1999

SLT Lead

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Version

2016.2

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Next review

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KING ALFRED SCHOOL ATTENDANCE POLICY

Introduction

Attendance at school is important for a variety of reasons in a student's life. Prolonged absence, irregular attendance or continued lateness can all undermine a student's experience, academic progress, social experience and sense of being part of the KAS community. This policy applies to the whole school including the EYFS years and Sixth Form.

The school recognises that students may sometimes have difficulties in attending regularly for a variety of complex reasons, e.g. medical conditions, including physical and mental health, and social and emotional factors. In line with our Child centred philosophy, we will always seek to understand the underlying reasons for non-attendance, and work constructively and supportively with the family and child.

However, it is a **parental responsibility** to ensure that their child attends school.

The school day runs from 8.55 am – 4pm in the Upper School and from 8.55 am – 3.45pm (Lower school, Manor Wood and 9.05am – 3.30pm Ivy Wood) with many extra-curricular activities taking place after school and some lessons which fall between 8am and 5pm. Attendance is expected during these hours.

Documents cited and / or in accordance with:

- *Keeping Children Safe in Education* September 2016
- *Children Missing in Education* January 2015
- *School attendance - Department for Education guidance* October 2014

Notification of School Absence or Lateness

All student absences should be notified in accordance with school procedures.

Registration:

The school day begins with registration at 8.55am in form rooms in Upper School or classrooms in Lower School. Registration is a legal requirement and a child who misses it

must check in at the relevant Reception. Ivy Wood parents may check in on behalf of their children.

Lateness:

If a student is going to be late a parent should call the front desk on 020 8457 5200 for Upper School or 020 8457 5243 for Lower School. However, the student should also sign in at Reception or in the Lower School Office on arrival.

Absence due to sickness:

In the Upper School absence due to illness should be reported to the front desk before 8.45am on **020 8457 5200** or email absence@kingalfred.org.uk copying in the Form Tutor.

In the Lower School the number to call is **020 8457 5243** or email megb@kingalfred.org.uk. Parents may be asked to provide a doctor's note in some circumstances.

Parents should inform the school of any significant change or influence in their child's life which may impact on attendance or learning. This should be done via the Form Tutor (US) or class teacher (LS).

Other absence:

Any requests for absence that is not due to medical illness should be addressed to the Head of Lower School (LS) or Form Tutor and Head of Year (US) with as much notice as possible.

Safeguarding and Welfare of Children

In accordance with the official School Attendance Guidance (DfE October 2014), King Alfred will inform the appropriate local authority of any pupils who fail to attend school regularly, or has been absent without the school's permission for a continuous **period of 10 days or more**.

The school will inform the local authority, in advance where the circumstances are known, of any pupil who is going to be deleted from the admission register, in accordance with the circumstances (e.g. home education, illness) set out in School Attendance.

Monitoring of Attendance – Lower School

The attendance of each child is monitored by the Head of Lower School's PA or the administrative assistant. Class teachers also keep a watchful eye on attendance. Most parents call or email the school if a child is absent. If however, no communication is received, a call or email is made/sent to the parents of the absent child on the day of absence. If the absence level falls below **90%** we begin to make enquiries and keep a close eye on attendance. If the school continues to have concerns, then the parents

are called to be alerted to the degree of absence. If the absence level continues to fall, the Head of Lower School contacts the parents and offers a meeting to discuss ways in which the school can be supportive.

Monitoring of Attendance – Upper School

Staff at KAS place a high value on attendance and all school staff have a legal responsibility to keep accurate records of pupils' attendance. The Form Tutor, Head of Year and Assistant Head Pastoral check attendance regularly and whilst particular circumstances of individual pupils and families will always be taken into consideration, parents and carers can expect the following series of actions to take place.

1. **Students with attendance below 90% for the academic year:** Contact by email or telephone from the Form Tutor or Head of Year to advise that a student's attendance is becoming a cause for concern. Discussion of a student's circumstances and an agreement to improve attendance.
2. **Students with attendance below 85% for the academic year:** Meeting between parents/carers and appropriate pastoral staff. Discussion of student's circumstances and agreement of an attendance improvement plan. Monitoring and attendance targets to be put in place. Additional support applied as necessary.
3. **Students with attendance below 80% for the Academic Year:** Meeting with parents/carers and senior staff. Discussion of student's circumstances, including possible consideration of amendments to the student's academic programme. Agreement of high-priority attendance improvement plan. Monitoring and attendance targets put in place. Additional support applied as necessary. At this point a home visit from members of staff to the student at home may be implemented at the school's discretion.
4. **Students with attendance below 70% for the academic year:** Formal review with the Assistant Head Pastoral, Head of Upper School and / or Head. This may include consideration of repeating the academic year and a review of the student's place in the school.
5. Where a student has been through points (1), (2) and (3) above then improved their attendance only for it to decline again, **it is at the discretion of the school to decide which stage of the process the student should be placed upon**, involving student and parents accordingly. Outside agencies such as an Education Welfare Officer, a GP or a Counsellor may be contacted at any stage in order to support the pupil.

Sensitive or complex circumstances

In cases where attendance is affected due to psychological, emotional, social or other health related issues, parents should liaise as soon as possible with the class teacher in Lower School or the Form Tutor and Head of Year in Upper School. For more sensitive or complex cases, parents of children in Lower School should contact the Deputy Head of Lower School (James Griffiths jamesg@kingalfred.org.uk) or for Upper School, the Assistant Head, Pastoral Care (Fiona Parsons fionap@kingalfred.org.uk).