

Attendance Policy

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1. Introduction

Regular school attendance is essential if children are to achieve their full potential.

King of Kings School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

King of Kings values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance.

King of Kings recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

2. Legal Framework

This policy is based on the Department for Education's (DfE's) statutory guidance 'Working together to improve school attendance (effective from 19th August 2024) and school attendance parental responsibility measures.

The guidance is based on the following legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

3. Safeguarding

Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

More information on safeguarding and the protection of children can be found in the school's Safeguarding Policy.

In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.

It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

4. Categorising Absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

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

Parents must advise the school by telephone or on the school WhatsApp on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

Absence will be categorised as follows:

Illness Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents may be asked to show the appointment card to school.

Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

Suspended or Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Late Arrival Registration closes at 9.15am pupils arriving after this time will be marked as present but arriving late (code L). The register will close at 10am. Pupils arriving after the close of the register will be recorded as late (code U). This is not authorised.

Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher.

A full list of the Department for Education (DfE) Registration Codes can be found in Appendix 1.

All requests for leave of absence in term, including holidays, will be responded to in writing.

If a pupil fails to return from a leave of absence and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised.

5. Roles and Responsibilities

Governance:

The governing board is responsible for:

- ♣ Promoting the importance of school attendance across the school's policies and ethos
- ♣ Making sure school leaders fulfil expectations and statutory duties
- ♣ Regularly reviewing and challenging attendance data
- ♣ Monitoring attendance figures for the whole school
- ♣ Making sure staff receive adequate training on attendance
- ♣ Holding the headteacher to account for the implementation of this policy
- ♣ Making sure the school has high aspirations for all pupils but adapts processes to pupils individual needs

The Headteacher:

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

The Attendance Champion:

- Leading attendance across the school
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Arranging calls and meetings with parents to discuss attendance issues if absence is prolonged or without notification
- Reports prolonged or unexplained child absences to the LA person/Police, as appropriate
- Follow up child absences in a timely manner
- Establishing and maintaining effective systems (the Salford system) for tackling absence and making sure they are followed by all staff
- EYFS Must have 2 alternative emergency contacts for each family, in addition to the parents', for when parents can't pick up their children. 2 numbers other than the parents
- Attendance policy is on website and parents are informed

Class teachers:

recording attendance on a daily basis, using the correct codes, and submitting this information at morning and afternoon registration.

Parents/carers:

Parents/carers are expected to:

- Make sure their child attends every day on time
- Contact the school to report their child's absence before 8.45am on the day of the absence, and advise when they are expected to return
- Provide the school with an emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Engage with school support aimed at improving school attendance

Pupils:

Pupils are expected to:

- Attend school every day on time

6. Attendance Data

The school will: Monitor attendance and absence data termly across the school and at an individual pupil level.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Ring home if we have not had contact from a parent/carers. This will be logged. We will try all contacts listed on your child's record. After one day an email will be sent.
- A home visit will be carried out if no contact has been made • If nobody is home a letter will be posted through your door
- If no contact is made after 5 days it will be reported.