



ATTENDANCE Policy

Next to be reviewed: September 2021

The School Day

Active Tutorial time / Assemblies

8.40am to 9.05am

Wednesday PSHCE 8.45am to 9.20am

Pupils arriving after 8.45am will be given a late mark

Period 1

9.05am to 10.05am

Period 2

10.05am to 11.05am

Morning Break

11.05am to 11.20am

Period 3

11.20am to 12.20pm

Lunch Break

12.20pm to 12.55pm

Pupils arriving after 1.00pm to Period 4 will be given a late mark

Period 4

1.00pm to 2.05pm

Period 5

2.05pm to 3.05pm

Why is good attendance important

At Kettlethorpe High School we demand the highest level of attendance from all our pupils so they may develop their full potential during their time at school. It is our aim to maintain a culture of excellence, attendance and punctuality. Missing out on education has a significant effect on pupils' life opportunities. Everyone associated with the school – pupils, parents, carers, all teaching and support staff and external agencies must do all in their power to ensure that excellent attendance and punctuality maintain an integral part of the school's work.

Duties and Responsibilities

Assistant Headteacher

- Oversee and monitor whole school attendance and punctuality, initiating whole school policies as required. This will be achieved by liaison with the Senior Leadership Team and other relevant members of the Pastoral, Inclusion and Learning Support Teams.
- Support the, Form Tutors and teaching staff in promoting good attendance and punctuality.
- Liaise with the Educational Welfare Officer (EWO), Attendance Officer and Year Managers as well as Key Stage Leaders to devise any necessary re-integration programmes for pupils who are persistent absentees (PA) or at risk of long term absence.

Year Managers

- Oversee and monitor attendance and punctuality for their year groups (including the monitoring of relevant sub-groups).
- Liaise with form tutors and highlight problems that require action.
- Meet regularly with the EWO to sustain good communication and identify and intervene with individual pupils who are PA or at risk of becoming PA. Refer pupils if they are a persistent problem or have reached triggers.
- Act on daily information from staff concerning pupil absences or habitual lateness.
- Inform parents and carers of any pupils whose attendance and/or punctuality are a cause for concern by following the school's attendance and monitoring procedure.
- Intervene early to arrange and attend meetings with parents and relevant staff where there are attendance issues (e.g. subject truancy).
- Promote good attendance through assemblies and updating of Year Group Attendance Boards.
- Offer support and work closely with the parents/carers of pupils who are persistent absentees or at risk of becoming so.

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- Conduct home visits when there are issues with punctuality and/or school refusal.

Form Tutor

- Encourage all pupils in their form to maintain excellent attendance and punctuality.
- Record attendance in planners of each pupil in the tutor group.
- Direct any correspondence from parents/carers with regard to absences to the Attendance Officer.
- Keep an overview of pupils' attendance; follow up unexplained absences and check patterns of absence and poor punctuality.
- Inform pupils of the need to complete a leave of absence form prior to a planned absence.

Subject Teachers

- Take an electronic register at the start of each lesson.
- Pass on any concerns about absentees from lessons to the Attendance Officer as soon as possible.
- Use e portal to record any issues with punctuality – pass on any concerns to the appropriate person/s.

School Attendance Officer

- Compile all attendance data and information for relevant staff.
- Make contact with parents/carers on the first day of absence for all pupils where the reason for absence is unknown.
- Contact parents/carers should any pupil leave the site without permission.
- Work closely with the Senior Leadership Team, Year Leaders, Form Tutors and EWO to monitor pupils who present concerns.
- Produce attendance certificates to reward 100% attendance.
- Promote good attendance through displays.

Educational Welfare Officer (EWO)

- Work closely with relevant staff to establish caseload and feedback information on work in progress.
- Liaise with Attendance Officer to ensure communication is up to date.

- Attend school attendance meetings organised by the Attendance Officer to monitor individual pupils' attendance.
- Organise all panel meetings where necessary.
- Carry out home visits.
- Issue fixed term penalty notices.

Pupil registration requirements

There are four broad classifications in attendance registers:

Present – the pupil is on the premises at the time of registration.

Approved Educational Activity – the pupil is engaged in an approved, supervised activity off site, for example field trip, educational visit, sporting activity or work experience.

Authorised Absence – an absence authorised by the school which includes illness, medical appointments, bereavement or other circumstances where the school deems attendance to be inappropriate. There is no entitlement for pupils to be guaranteed leave of absence for holidays with parents/carers during term time. A decision will be made at the Headteacher's discretion with regard to authorising absence in 'exceptional' circumstances.

Unauthorised Absence – an absence where the pupil does not have good cause to be missing from school. Unauthorised absence can be defined in the following ways:

Truancy – this is action by pupils who fail to attend school when they should, including leaving the school premises after registration. It also includes action by parents/carers who initiate unauthorised absence by pupils or who collude with it. Shopping trips, day trips or absence to look after someone else would all constitute examples of unauthorised absence.

School refusal – this is chronic non-attendance over a period of time, usually an indicator of wider family, psychological or behavioural problems.

The school will aim to highlight and resolve any difficulties regarding a pupil's attendance as early as possible, using our rigorous monitoring and intervention procedures and pastoral support programmes to help solve any problems. If necessary, the Educational Welfare Officer will be involved in more complex cases.

Attendance Procedures

Registration

- Registers must be taken promptly at the start of each lesson and during form time. Staff must contact the school Attendance Officer as soon as possible if there are any concerns about absentees.
- Anyone taking pupils out of school for any reason must supply the main office with a list of names and teaching staff.
- Staff must inform colleagues of any pupils taking part in events in school that require pupils to be off timetable.

First Day Contact

The Attendance Officer will organise first day contact when reasons for absence are unknown. This will involve telephoning/texting/emailing all parents/carers when contact hasn't been made. There will be occasions when school staff visit homes when we have concerns about persistent or sporadic absence.

Outstanding Absences

Any outstanding or unexplained absence will be followed up by the Attendance Officer or Form Tutors or Year Managers via contact with parents/carers. Until contact is made, absence will remain unauthorised.

Exit/Entry to School During The Day

Pupils who need to leave during the school day must bring a letter from home and/or an appointment card. Pupils should bring the note from home to reception when it is time for them to sign out and sign back in at reception on their return. We would encourage all appointments to be made after 3.05pm, so as not to impact on your child's learning.

Late arrivals

Pupils who arrive at school after 9am must report to the Attendance Office before going to their lesson. Any pupil arriving after 9am with no valid reason will receive an hour detention after school. Arriving after the late mark bell at 8.45am will mean pupil will receive a 25 mins lunchtime detention.

All these procedures are very important as in the event of a fire drill it is vital there is an accurate record of who is on the school site at that time.

Attendance Concerns

- The Year Team meet weekly to discuss attendance and punctuality concerns with the Attendance Officer. Year Leaders will track the attendance of all pupils within their cohort to ensure consistency between year groups. The protocol is built around early intervention and constant communication with parents in order to maximise and maintain good attendance.
- **Long term absence** – pupils who are long term absentees for whatever reason, often find the return to school problematical. There are both academic and social difficulties which they may need time to overcome. For some pupils this may involve a personalised re-integration programme. The programme will be devised by the appropriate member of staff and may include use of the the Learning Hub, a phased reintegration, pastoral support from the behaviour support team, PSA or other member of staff. Parents/carers will be involved throughout the reintegration process and staff will be updated by the designated member of staff.

Rewards and Incentives

Good attendance is acknowledged in form tutor periods, assemblies, celebration evenings and at award assemblies. Attendance is monitored weekly and pupils achieving 100% attendance or above year group targets are recognised and rewarded. The school's rewards system recognises weekly and half-termly 100% attendance and encourages pupils to monitor their own attendance and punctuality in their pupil planner. Certificates are issued each year to pupils achieving 100% attendance.

End of year trips are held to recognise those pupils whose attendance and behaviour has been excellent.

We are also keen to acknowledge the support of parents/carers in working with us to maximise outcomes for our young people.

Attendance Guidance for Parents/Carers

Raise your child's attendance - Raise their chances!

At Kettlethorpe High School outstanding attendance and punctuality is our aim for every pupil. Full attendance maximises learning opportunities and parents/carers have a vital role in promoting good attitudes in attendance. Evidence shows that pupils who attend school regularly make better progress both academically and socially. We ask for support from parents/carers to:

- Ensure that their children are present at every opportunity
- Arrive on time
- Avoid allowing children to stay at home unnecessarily
- Avoid taking them out of school without authorisation.

We monitor attendance closely and will follow up unexplained absence with parents/carers, by telephone or by letter. The Department for Education's threshold at which a pupil is defined as 'persistently absent' is 90% or below. Where a pupil's attendance record reaches a concerning level, we will contact you to discuss ways in which the school can support you and your child.

The school attendance target of **97%** is the minimum that we expect for all pupils. Every lesson counts and it is this commitment to learning that will have a positive impact on attainment and progress. There is a clear link shown in research between attendance and attainment in GCSEs.

Reporting Absence

What to do if your child is ill:

If your child is too ill to attend school, parents/carers should contact the school as soon as possible.

Telephone on 01924 251605

Email attendance@kettlethorpe.wakefield.sch.uk

Report an absence via our school website (www.kettlethorpehigh.co.uk) under Parents, Absence Form.

Please give your child's name, Year Group, the reason for the absence, and how long you expect the absence to last. We ask that you contact us each day that your child is absent unless you have given us an indication of how long the absence will last. On your child's return following an absence, we request that parents/carers write a brief note explaining the absence. The pupil should hand the note in to their Form Tutor.

What to do if your child has an appointment:

We ask that, where possible, you make routine medical and other appointments out of school time. If this is not possible, we require notification in advance. Please telephone, email or provide a note from home or appointment letter/card to confirm the appointment. In most cases, your child should attend school before the appointment and return to school afterwards wherever possible. Pupils should bring a note from home to the reception when it is time for them to sign out and sign back in on their return.

Punctuality

All pupils are expected to arrive to school on time and be ready and punctual to lessons. This is a minimum expectation. Pupils should arrive for 8.30am. Pupils are expected to be in registration by 8.40am ready to start learning. A late bell will sound at 8.45am, any pupil arriving after this will receive a 25 mins lunchtime detention.

Any pupil arriving after 9am must report to the Attendance office. Any pupil arriving after 9am with no valid reason will receive a 1 hour detention after school.

Any pupil arriving after 9.30am will receive a 'U' code which be deemed as unauthorised absence.

We would be grateful for your support in ensuring that your child arrives on time.

Holidays in term time

The Government strongly urges parents/carers to avoid taking their children out of school for family holidays as this will disrupt their education. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education.

There is a common misconception that any child is allowed to take 10 days holiday per year. This is not true. Parents/carers are entitled to request leave of absence from the school. The Headteacher has the discretion to allow up to 10 days in any academic year for the purpose of a family holiday only where there are **special circumstances**. Other factors will be taken into account, such as:

- the time of year the child will be absent (no requests will be granted at the start of a new academic year, during exam time or for any pupil in Y11);
- the attendance record of the pupil;
- the number of previous requests for family holidays.

Any request should be made well in advance and in writing. We will consider all requests

individually, **although family holidays will only be authorised in the most exceptional circumstances.**

Where a parental request has been refused, and parents/carers continue to take their child out of school, this absence will be recorded as unauthorised. We reserve the right to apply to the Local Authority to issue a Penalty Notice under the Anti-Social Behaviour Act 2003. This is a fine of £60 per parent per child if paid within 21 days, rising to £120 per parent per child if paid between 22 and 28 days. Failure to pay can result in prosecution in the Magistrates Court. This legislation also applies if no prior application has been made or where a false reason for the absence has been provided.

In order to support parents who wish to book family holidays, school term dates for the current and the next year are published on our website as soon as they are available.

Leave of absence for other reasons

Absence will not be authorised for reasons such as shopping for uniform, birthdays, day trips, etc. If parents/carers wish their child to be absent for other reasons, such as compassionate leave, special family events, or to participate in sporting or musical competitions etc., application should be made in writing, in advance where possible, or by telephone/email to the Attendance Officer. It may be necessary for parents to apply for a performance license in such circumstances.

Legal sanctions

Parents/carers have a legal duty to make sure their child attends school regularly. Section 444 of the Education Act 1996 states that “if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.”

The school can make a referral to the Local Authority where parents/carers are failing in their legal duty. The Local Authority has the power to prosecute parents/carers who fail to ensure their child’s regular attendance at school. If found guilty, parents/carers could be fined up to £2,500 and/or imprisoned for 3 months.

Penalty notices are an alternative to the prosecution of parents for failing to ensure their child attends school regularly and fines are £60 if paid within 21 days and £120 if paid between 22 and 28 days.

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Useful Links

Dept for Education – school attendance and absence: <https://www.gov.uk/school-attendance-absence>

BBC School attendance and absence: the facts: <https://www.bbc.co.uk/news/stories-42254527>

Wakefield MDC – school attendance: <http://www.wakefield.gov.uk/schools-and-children/supporting-families/education-welfare-service/school-attendance-matters>

Operational Annex

Attendance principles during COVID-19 Annex to Attendance Policy : June 2020

Context

This addendum provides additional information in respect of how the current Attendance Policy for Kettlethorpe High school will be applied during the current Covid-19 pandemic. It should be read in conjunction with that policy. The addendum will apply for as long as the government guidance states that changes to pupils' attendance at school remain in place.

Compulsory Attendance

As per government guidance, the requirement for pupils to attend school every day has ceased to be compulsory. Parents currently may choose whether to send their children. As such, the current legislation around school attendance has been relaxed. Parents will not be prosecuted or fined if they choose not to send their children to school during this current period

Eligible children – including priority groups – are strongly encouraged to attend school, unless they are self-isolating or they are clinically vulnerable.

No one with symptoms should attend school for any reason. If someone in their household is extremely clinically vulnerable, children should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.

Absence from school remains detrimental to a child's education. During this period, any unexplained absence from Kettlethorpe High School will be followed up in the normal manner as per the existing policy. This is in line with our safeguarding policy and practices.

It is likely at this time that many pupils will fall into the current definition of persistently absent. As such, the definition of persistently absent will be suspended for this period. As such, school will not actively pursue parents when pupils are persistently absent. We will however work with parents where pupils are absent from school for an unauthorised reason or regularly absent for authorised reasons. We will continue to apply all safeguarding responsibilities connected to pupil attendance at school as detailed in the policy. School will continue to promote good attendance and celebrate this.

Reporting illness

As per the government and Public Health England guidance, pupils who are ill or who fall ill whilst at school will be required to stay away from school. If Covid-19 is suspected, pupils should stay away from school, as should their siblings and other members of their household, until they have recovered or have received a negative test. Proof of a negative test will be requested before the pupil returns to school, if pre the 7-day isolation period, or the 7-day isolation period should have passed.