



Attendance Policy 2020- 2021

**Kings College Guildford
“An uncompromising commitment to excellence”**

POLICY REVIEW AND AMENDMENT LOG

Status & Review Cycle: Statutory; annual
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Reviewed By:	Review Date	Reviewing Governor	Date Approved by Governing Body
James Grant Duff	September 2017	Bob Arnold	12/10/2017
James Grant Duff	June 2018	Bob Arnold (EWG)	21/06/2018
Ed Moulton	July 2019	Bob Arnold	26/09/2019
Anna Wallis	August 2020	Mick Michell	08/12/2020

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Introduction

At Kings we are committed to the education and welfare of our students. We firmly believe that all students benefit from regular school attendance. To this end, we will work with parents/carers to ensure that the students achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on with the co-operation of parents and the additional support, where necessary, of the Local Authority Education Inclusion Service.

Regular school attendance is central to students achieving their full potential. Their attendance and punctuality record throughout secondary school will be included in references required by colleges and prospective employers.

In this policy statement we set out how Kings will:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to the full –time education to which they are entitled.
- Take action to address patterns of absence.
- Whole school targets for the academic year 2020-21 are:

Attendance 96% (this equates to no more than eight days or sixteen sessions of absence)

Punctuality - less than 1% late marks.

Student responsibilities

We expect that all students will:

- Attend school every day.
- Attend school on time.
- Sign in at main reception if they miss tutor registration for any reason.
- Attend school in full uniform and equipped for the day.
- Discuss promptly with their tutor/Attendance Officer any issues that deter them from attending school.
- Sign out at Reception before leaving the school site to attend an appointment and sign back in when they return.

Parent responsibilities

The Education Act 1996 Part 1 Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise.

We expect that all parents/carers will:

- Perform their legal responsibility to ensure that students of compulsory school age attend school every day that they can.
- Ensure that the student in their care arrives at school on time and fully prepared for the school day.
- Advise the school of absence by 8:30am, this can be done via the Studybugs app or by telephone. Leave a message on the absence line and send a note to the tutor on the first day that a student returns to school.
- Inform the Attendance Officer promptly when any issue arises that may keep a student away from school.
- Support the efforts made and measures taken by the school and the Local Authority Inclusion Service to help students back into school if attendance becomes a problem.

Staff responsibilities

We expect that all staff at Kings will:

- Encourage good attendance and promote the benefits to all students.
- Provide a welcoming and safe learning environment.
- Keep regular and accurate records of attendance for all students, in tutor time and lessons, by taking the register on SIMS during each tutor session and at the start of each lesson. Staff will inform Reception if a child arrives late to the lesson.

We expect that, as tutors, all staff will:

- Be in registration at all times; if unable to attend, it is their responsibility to inform the Cover Manager.
- Monitor the attendance of students to tutor time and lessons.
- Ensure that a note is received from parents on the first day that a student returns to school after any period of absence.

- Inform Pastoral Lead when a student is failing to attend tutor time with no reason for absence.
- Provide pastoral support to address attendance issues and alert Attendance Officer if notes from parents are not forthcoming when students return to school after a period of absence.
- Follow-up all cases of late arrival to school with the whole school procedure for punctuality.
- Investigate reasons for absence where there has been no response to truancy call.

We expect that, as classroom teachers, all staff will:

- Inform Reception if a student who has registered in school has not arrived at their lesson and no information of their whereabouts has been provided.
- Make contact with parents if they are concerned about a student's absence from school because of the amount of curriculum being missed.
- Always check that a student has signed in at main reception, if a student arrives late to the lesson and says that they have just arrived in school.

Attendance will be reviewed each cycle and actions agreed to be taken to support those with less than 96% attendance.

COVID Attendance Expectations

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

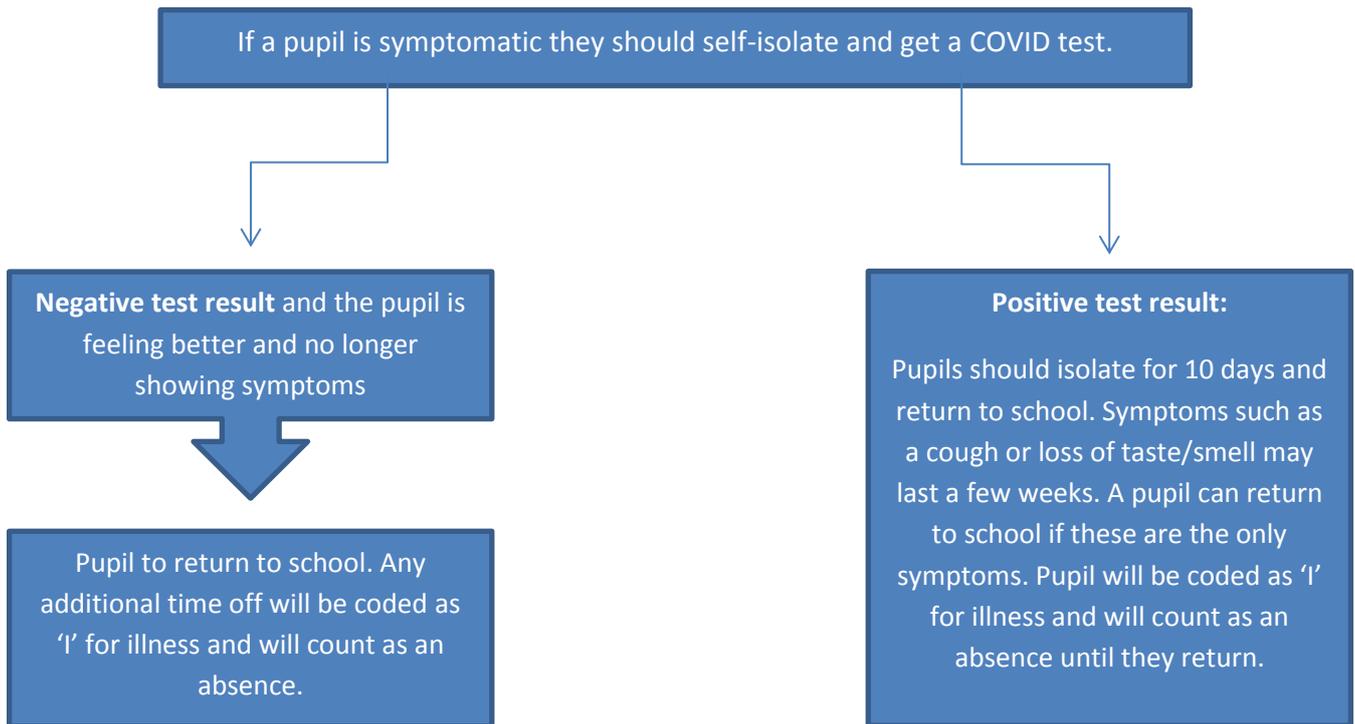
- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, a new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

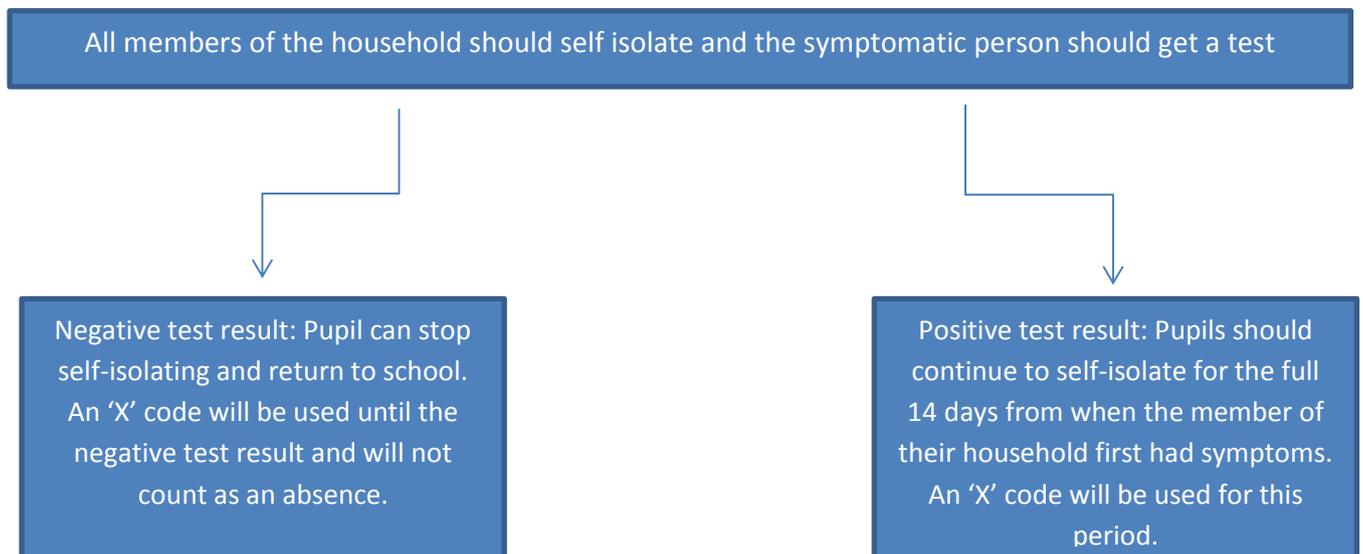
This category will be used if a child travelling to or attending school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

What if a pupil has COVID symptoms?



What if a household member of a pupil has COVID symptoms?



Parents are expected to inform the school immediately about the outcome of a test result.

Pupils on the shielding list or who have family members shielding are expected to return to school from 1st September 2020.

Registration and Punctuality

Morning registration is taken at 8.30am – 8.50am. Registers will remain open for forty minutes.

Afternoon registration is taken at 1.10pm.

If a student arrives late to school, they will:

- Sign in at reception and give reasons for the late arrival. The Attendance Officer will update the register by marking them late. Students who are late complete a 15 minute detention at lunch break.
- Late marks and sanctions given are tracked by the Attendance Officer.
- Persisted lateness will result in the following sanctions:
 - Three times in a module, 30 minutes after school detention for each subsequent late arrival. A letter will be sent home.
 - Five times in a module, 60 minutes after school detention for each subsequent late arrival. A letter will be sent home and a meeting arranged with parents, student and the Attendance Lead.

Absence

Parents are required to inform the school of their child's absence before 8.30am, by either:

- Register the absence using the Studybugs app <https://studybugs.com/about/parents>

OR

- Telephone and leave a message on the absence line: 01483 484802

Absence must be reported for each day your child is off school.

Parents should try to arrange medical and other appointments outside of school hours whenever possible.

For appointments during the school day students must sign out at Reception on leaving school and sign back in at Reception on their return. Evidence of the appointment should be obtained and presented to Reception.

Students are not allowed to leave the school site without permission.

Parents are requested to send in a note or write a note in their child's planner with the reason for any planned absence, the time they need to leave and if/when they are expecting to get back to school. This must be shown to the Attendance Officer.

Absence will only be authorised in cases of illness and medical appointments, or other situations which have been discussed with and approved by the school.

In the case of more than five days absence due to illness or medical conditions, verification from a GP or other relevant body may be requested before the absence is authorised.

If a student's parent/ carer require a student to miss school for any period of time, they will:

- Contact the Attendance Officer/Reception directly.

Holidays and Exceptional Leave of Absence

In line with the national guidelines, it is school policy not to authorise any absence for holiday taken in term time. Parents should be aware that the Principal is unable to authorise absence for holiday in term time except in exceptional circumstances.

Parents/carers should complete an "Application for leave of absence for exceptional circumstances" form (found in the Parents/Attendance section of the school website).

School term dates, external exam dates and inset days are published on the school website a year in advance.

Parents should book their family holidays during school holidays; no parents/carers can expect leave of absence for their child/children to be authorised as a right.

The school will always be sensitive to unforeseen events and decisions will be made at the Principal's discretion.

Any unauthorised absence will be recorded as such on your child's attendance record. If a holiday is taken without prior authorisation by the school it will be recorded as such and the Local Authority will be notified. Parents may be issued with a Fixed Penalty Notice. See the section covering Penalty Notices

If a student fails to attend a public examination for which they have been entered by the school without good reason, parents will be liable to reimburse the full cost of each exam entry to the school.

When a student is granted leave of absence from school, he/she will:

- Inform all of his/her teachers the dates of the absence.
- Be responsible for finding out what needs to be done while away from school.
- Ensure that any missed work is caught up with on return to school.

Failure of students to return from leave on the agreed date may result in them losing their school place and having to re-apply for admission to the school. Their place cannot be guaranteed.

Unexplained Absence

On each occasion a student is absent from school without explanation, an automated message will be sent to all parent contacts.

Parent responses will be recorded in the attendance system. If no response is received, the absence will be followed up by the class tutor. If the class tutor has been unable to obtain a reasonable explanation for the absence within the next fortnight, the absence will be recorded as unauthorised.

Parents will be contacted by the Attendance Officer.

Encouraging and Rewarding Good Attendance

Central to enabling each student to achieve their potential is good attendance. Kings works hard to provide a caring and welcoming environment and to encourage good attendance.

To this end the school will:

- Respond promptly to a student or parent/carer concern about school that may be impacting on his/her attendance.
- Promote the benefits of good attendance in assembly. Reward individual and tutor group attendance in celebration assemblies (See Behaviour for Learning Policy)
- Maintain intervention strategies to provide additional support for students with poor or irregular attendance in years 7 – 11.

Weekly attendance rewards: The tutor group with the highest attendance will be rewarded each week. The top 3 tutor groups for attendance and punctuality will earn places on the School Monopoly Game. All students who have been present every day the previous week will be entered into a weekly prize draw.

Modular attendance rewards: Students with 96%+ attendance will receive an attendance postcard home worth 1 token and students with 100% attendance will receive an attendance postcard home and also 5 tokens.

Termly attendance rewards: Students with 100% attendance will be awarded with attendance badges and all students with good attendance will be celebrated via assemblies. An additional celebration will be provided for all students with 96+% for that term.

Attendance Tracking and Support

The school reviews attendance on a daily basis and follows up on poor or irregular attendance or punctuality.

The Pastoral Lead meets with their line manager each cycle to discuss attendance concerns and share and record information. All students with less than 96% attendance are reviewed. Where there is no valid reason for low attendance the following process and sanctions are put in place:

- After two separate absences a general information letter is sent to parents explaining the Local Authority thresholds for attendance and the school attendance processes.
- If a student has been absent on three separate occasions, another letter is sent to parents to advise them that future absences will be unauthorised unless medical evidence is received. Parents are also required to attend a meeting with the pastoral lead to ascertain support needed for the student.
- If there is still no improvement the student will be referred to the IO when it is felt by the school that the student and family would benefit from additional help to improve attendance. Parents will be invited into school for an attendance support meeting in which an action plan will be drawn up to address the issues identified. Parents may be required to sign a School Attendance Agreement.

The school Attendance Officer will then work intensively with the student and parents to improve their attendance.

If the student fails to sustain regular full – time attendance or the parents fail to engage with the school, King’s Principal will refer parents/carers to the Local Authority. The Local Authority may issue a penalty notice or summons parents/carers to appear before the Magistrates Court for failing to ensure their child’s regular school attendance under Section 444 of the education Act 1996. This could result in parents being fined up to £2,500 if convicted and/or 3 months in prison.

Penalty Notices

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child’s unauthorised absence from school and will be used by Surrey County Council in the following circumstances:

- Pupils identified by police and inclusion officers engaged on Truancy Patrols and who have incurred unauthorised absences.
- Leave of absence in term time (5 days or 10 sessions or more). Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted. In such cases the Headteacher/Governing Body

has to judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

- The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration. If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the education welfare officer.
- 12 Penalty Notice relating to Exclusions** If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)
- Amount Payable for a Penalty Notice** The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the Local Authority must consider a prosecution in the Magistrates Court for the offence for which the Notice was originally issued. Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice. If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 28 days.

Alternative Provision and Students Off-Site

Some students attend another site for all or part of the week. For these students we will:

- Contact the education providers every day to check attendance and for safeguarding purposes.
- Access on-line learning systems regularly to monitor attendance and engagement where relevant
- Make visits every half term to monitor attendance, progress and safeguarding
- Track attendance on the school systems, review each cycle and liaise with parent/carers and education providers to take corrective action when necessary

Moving to another school

If parents/carers decide to send the children in their care to a different school, they will:

- Inform the school in writing as soon as possible.
- Obtain a date for entry to the new school (students must attend Kings up to this date).
- Provide the address of the new school. Provide their new home address if they are moving.

If the school receives notice that a student is leaving the school, staff will:

- Request names and addresses connected to the move
- Make contact with the new school
- Forward the student's school records to the new school.

In the event that the school does not receive information about the move or confirmation from the new school, Kings College will make a referral to the SCC Inclusion Service and submit a "children missing education" form.

Kings College Attendance Process

