



Kingswode Hoe School

Attendance Policy 2018/19

Approved by LAC - September 2018

Purpose

Regular attendance at school is essential to promote the learning, progress and safeguarding of all pupils. Kingswode Hoe expects all pupils to attend regularly, reflected in the home-school agreement; a target of 95% attendance is set for all pupils.

The school has, and will continue to take appropriate action when necessary in order to promote the aims of the policy, working in collaboration with parents, carers and the Missing Education and Child Employment Service.

Aims

- To maximise attendance of all pupils, ensuring maximum learning opportunities.
- To provide an environment which encourages regular attendance and punctuality a priority for all those associated at the school.
- To monitor, communicate and support children where attendance is a cause for concern and works in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Missing Education and Child Employment Service and multi-agency teams.

Role and Responsibilities

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

LAC

- To monitor progress towards annual targets attendance.
- To evaluate the effectiveness of the Attendance Policy.
- To communicate the importance of regular attendance to parents and pupils.

Principal

- To ensure that the school's aim for attendance are shared regularly with parents and carers, with an emphasis on learning and achievement.
- To provide LAC with information on attendance, including low attendees and action taken to address this.

Head of School and Deputy Head of School with responsibility for attendance

- To monitor individual pupil, group and whole school attendance and punctuality through LABS panel, KS meetings and SLT
- To work in partnership with key agencies if attendance and/or punctuality it is an issue
- To write to parents/carers regarding any concerns about their child's attendance
- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties
- To complete referrals to the Missing Education and Child Employment Service and attend relevant meetings

Class Teacher

- To provide an accurate record of the attendance of each child in their class

Student Data Manager

- To record the reasons for absence given to them.
- To prepare, manage and co-ordinate the use of SiMS to record and track attendance
- To prepare relevant attendance reports for deputy head of school
- To contact any parent who has not informed the school as to why their child is absent on the first day of absence using school first day calling protocol (Appendix A)
- To liaise with the deputy head of school regarding contact with persistent absentees.
- To liaise with deputy head of school to ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
- To make a judgement in conjunction with the deputy head of school whether an absence is authorised or unauthorised.

Administration

The school uses SiMS information management system to record and monitor attendance, ensuring compliance with legal responsibilities. Staff are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are returned to the school office after the closure of the registration period.

Registers must be completed carefully and accurately, as they provide a record of pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

Absence

- The School will phone parents/carers on a daily basis when the reason for absence is unknown (see Appendix A)

- Parents/carers are asked to contact the school on the first day of absence by 9.00am to provide the reason for the absence, including likely duration
- If any member of staff is concerned about a reason for absence, the deputy head of school (Anna Mears) should be informed.

Medical or dental appointments

Absence from school due to medical or dental appointment will be considered as an authorised absence.

Parents/carers are requested to provide written confirmation of these appointments. Whenever possible, parents/carers are encouraged to make all medical appointments out of school hours.

Leave of absence during Term Time

Leave of absence during term time only be granted under exceptional circumstances or for approved educational experiences. Any requests should be put in writing to the Principal on the school's Leave of Absence request form, available from the school office, or on the school's website. Due to a change in legislation, there is no longer entitlement to leave for holidays and this will only be granted due to exceptional circumstance. The Principal's decision is final. If a leave of absence is requested, unauthorised and still taken, this will be recorded as unauthorised and reported to the Missing Education and Child Employment Service, which could result in the issue of a Fixed Penalty Notice.

The School may issue a Fixed Penalty Notice to any parent/carer who fails to ensure the regular attendance of their child at school. This currently stands at £60 (for those who settle within 21 days) and £120 (for those who pay within 28 days).

Other absences

Other absences from school will be considered on an individual basis and a decision will be made by the Principal to authorise the absence.

REPORTING TO PARENTS AND CARERS

All absences, both authorised and unauthorised, and lateness will be reported to the parent/carer at the end of the academic year within their child's report. During the year, parents will receive a letter if there are concerns about their child's attendance.

REWARDS

- Children who achieve 100% attendance will be presented with certificates
- Children who achieve 100% attendance for the school year will receive a special award at the whole school awards assembly at the end of the academic year

- The highest attending class for each year will be awarded in the whole school awards assembly at the end of the academic year

MONITORING AND EVALUATION

Attendance data will be analysed on a half-termly basis to establish patterns of irregular attendance. This will include pupils with: incomplete weeks; Monday and Friday absences; lateness, periods of extended absence. If concerns are raised by the analysis, parent discussions will occur, either through telephone calls to the parents/carers and/or formal letters stating the attendance and regular lateness of the child and that there is an issue. The School reserves the right to issue fixed term notices to parents.

The Deputy Head of School in liaison with the Principal, will monitor the impact of the attendance policy and will report attendance rates to the Governing Body on a termly basis.

Appendix A

First Day Calling Protocol

- Charlie Allen to listen to absence calls and read any absence emails that have been sent
- Charlie Allen to email Sally Bourne with relevant information - **ensure Anna Mears is copied into this email**
- Sally Bourne to check SIMS information for further absences and compile list - consider a double check in school before she begins calling
- Start first day calling for children absent without explanation, call everyone on the contact list until you get an answer. Leave messages if there is a voicemail option. This can also be followed up with a InTouch message and/or an email - but don't leave it at that
- You might get an overseas ring tone - is the family taking a holiday they haven't told you about?
- Call the contact list at least twice
- By this stage, if you have a good contact list, you probably have a reply
- If no reply at all consider whether any children have additional agency support, such as a social worker, contact them. **At this point please liaise Anna Mears (DSL) or in her absence Alice Constantine (DDSL)**
- Consider whether you have any in school intelligence, does anyone know the family or are they likely to have contacted another pupil?
- No explanation from a supportive family is very worrying - so don't just concentrate on children who you already know to be vulnerable.
- Make a prompt home visit - liaise with Anna Mears regarding appropriate staff to visit and possible cover implications
- If you cannot get an answer refer immediately to children's services / Police and request a welfare call - do this is liaison with the DSL or DDSL
- (If you can see them inside a house avoiding your knock, don't refer - unless you think the children are at risk of significant harm)