

# THE KING'S SCHOOL



# Attendance Policy

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**ATTENDANCE POLICY**

**AIMS**

The School will:

- ensure that all students achieve maximum possible attendance;
- address any problems affecting attendance as quickly as possible;
- work with students and their parents to ensure attendance at school as required by law;
- work with external agencies to support and work with parents to resolve any situation affecting school attendance.

**EXPECTATIONS**

**Students are expected to:**

- attend school regularly;
- arrive on time;
- inform their Form Tutor of any problem or reason that has prevented them from attending school and in the case of sixth formers complete the self-certification form available in the SFC;
- see their subject teachers to catch up with work they have missed due to any absence.

**Parents are expected to:**

- ensure their child attends school regularly and punctually;
- contact the school by 8.45am whenever their child is unable to attend school or ensure that their sixth form son has completed a self-certification form
- ensure their son arrives in school well prepared for the school day and to check they have done their homework;
- contact the school in confidence whenever any problem occurs that may affect their son's performance in school.

**Parents and students can expect the following from school:**

- Regular, efficient and accurate recording of attendance.
- Contact by 9.50am when a boy fails to attend school without providing good reason.
- Prompt and confidential action on any problem notified to us.
- Where a boy's attendance falls below 80% the matter will be discussed with the Education Welfare Officer and further action planned.
- If there is no improvement, a formal referral will be made to the Education Welfare Service and further action planned.
- Use rewards to encourage good attendance; certificates are awarded to individual students who achieve 100% in any full term.
- On-going monitoring of attendance on a daily basis using Lesson Monitor by the Attendance Administration Officer, weekly by Heads of Year and each half-term by Assistant Headteacher (7-11 and Sixth Form)

**REINTEGRATION**

- Where possible, and appropriate, work will be provided promptly for students during their absence.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry.

- Staff will be notified of extended absence, and of the return to school after prolonged absence, in morning briefing.

## **ROLES AND RESPONSIBILITIES**

All staff must make attendance a high priority and should convey this to students.

### **Form Tutor**

- Complete registers accurately and by 9.00am.
- Challenge suspicious or inappropriate reasons for absence. Only the school can authorise absence, a note or explanation from parents does not guarantee authorisation. If a Form Tutor does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Head of Year.
- Inform their Head of Year of any concerns relating to student attendance
- Mark the register in the morning (this is the responsibility of Subject teachers in the afternoon during period 4), making sure that each boy is marked either present (/) or absent (N). No registration should be left blank. A student who arrives late as a result of a music lesson or examination should be marked present.
- Collect letters from parents to explain absence and forward to the school office who will record the reason for absence. This evidence will be retained by the school for several years.
- All instances of unauthorised absence should be followed up and the Head of Year informed.
- No boy should be absent without a reason being provided. The Attendance Administration Officer will contact parents by 9.50am and insert an absent code.

### **Subject Tutor**

- Registers must be taken within the first 10 minutes of each lesson to enable absentees to be identified.
- The PE department must fax attendance lists or phone the School Office from the field within the first 10 minutes of each lesson and phone the office with absences when teaching in the gym within the first 10 minutes.

### **The Attendance Administration Officer**

- Ensure that all registers are complete each morning and afternoon session.
- Contact parents by 9.50am at the latest, if a student is not in school and no reason has been provided for the absence.
- Ensure that tutors and Heads of Year are informed of any communication with parents.
- Maintain a record of students who arrive late and those who are absent.
- Maintain a student and staff signing in/out book.
- Issue the monitoring data to Heads of Year each week, and to the Assistant Headteachers (7-11 and Sixth Form)
- Make statistical returns to Education Welfare Services when required.
- Manage Lesson Monitor.
- Provide attendance information for Assistant Headteachers, Heads of Year, Form/Subject Tutors and EWO.
- Produce a daily report, listing absent students and making this available to staff via the staff noticeboard. A hard copy should be kept in the school office for the purposes of any possible emergency procedure.
- Produce letters/emails requesting information from parents in order to authorise absence (when these have not been forthcoming).

## **Heads of Year**

- Reinforce good practice in tutor meetings/briefings.
- Oversee the registration process and ensure that registers are completed accurately and on time.
- Follow up on queries from daily information on lesson registration and weekly printouts from am and pm registration.
- Monitor the attendance of students in their year group and analyse data each week.
- Be a point of contact for parents.
- Liaise with the Attendance Administration Officer and initiate contact with parents in cases of prolonged unexplained absence.
- Identify and discuss with the Assistant Headteacher, any boy who should be referred to Education Welfare Services.
- Ensure that long-term absentees have access to the curriculum, as far as is possible, by liaising with teachers.
- Re-integration of long-term absentees.

## **Assistant Headteachers (KS3/4 & 5)**

- Monitor attendance and identify any student who may be a cause for concern through weekly meetings with the Attendance Administration Officer
- Discuss the attendance of students with each Head of Year at the weekly HOY briefing.
- Contact the Education Welfare Service as necessary and appropriate to discuss specific student attendance matters.
- Make referrals to the Education Welfare Service when appropriate, and having discussed the student with the relevant Head of Year.
- Produce a report on student attendance for the Head Master each term with specific reference to the school attendance targets.
- Report to the Leadership Team on attendance matters each term.

## **Assistant Bursar**

- Line manage the Attendance Administration Officer.
- Be responsible for the accuracy of statistical returns to the DfE.

## **Headmaster**

- Ensure that challenging targets are set for improving student attendance and reducing unauthorised absence and persistent absence.
- Ensure that governors are informed about student attendance each term.
- Discuss with parents requests to take boys out of school during term-time.

## **Parents**

- Contact the school by 8.45am on the first day of absence and indicate the likely date of the student's return to school. Parents should contact the school on each subsequent day that the student is absent.
- In the event of a late arrival of a student that is known (dental appointment, medical appointment etc.) the parents should send a note to inform the school. The student should report to the School Office on arrival at the school.
- In the event of a late arrival of a student that is unforeseen, parents should make every attempt to contact the school, but where this is not possible, a note should be sent with the student to explain the reason for the absence. It is up to the school to decide whether it is an authorised absence.

- Notify the school in good time (usually not less than five working days) of any absence known in advance. Staff will then make arrangements, where possible, for any work missed to be completed at home.
- Provide signed and dated notes for all absences. The letter should be signed and dated, ensuring that the student's surname, form and relevant dates of absence are included. The letter should be handed to the Form Tutor immediately on their son's return to school. The Form Tutor will forward to the School Office for administration staff to enter on SIMS. Alternatively a parent may telephone the school to explain the absence.
- Support their son to achieve maximum attendance.
- Avoid taking their son out of school during term-time other than for medical reasons.

### **Education Welfare Services**

- Discuss attendance issues with the Assistant Headteacher
- Where a referral from the school is accepted, undertake the necessary and appropriate intervention and support and provide feedback to the school
- Where necessary, instigate legal proceedings on behalf of the Local Authority including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court
- Support the school in the use of penalty notices and parenting contracts within the provisions of the Anti-social Behaviour Act, 2003
- Help the school to establish multi-agency meetings should the need arise

### **AUTHORISED OR UNAUTHORISED ABSENCE**

- Authorised absence is where the school has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. All other absence must be regarded as unauthorised.

### **FAMILY HOLIDAYS**

Only in exceptional circumstances should parents take students on holiday during the school term. All requests for authorised absence must be made in writing to the Headmaster as soon as possible before tickets are booked. Each request will be considered by the Headmaster taking into consideration the age of the student and previous attendance pattern. If the request is not granted and the parent takes the student on holiday, the absence should not be authorised. If a request is granted the absence should not be for more than ten school days in any school year. If the holiday goes on for longer than agreed, the additional absence will be unauthorised and a referral made to the Education Welfare Service.

### **LATENESS**

- Lateness other than for unavoidable reasons is unacceptable. Students who arrive late on two or more occasions in any half-term will receive an after-school detention with a member of the Senior Leadership Team. The detention will be scheduled between 3.45pm and 4.30pm on a Friday. Twenty-four hours notice will be given: attendance is compulsory.
- Students who arrive late at school, after 8.50am but before 9.10am, should go to the form room and be marked late. If the student's form is in assembly, the student should sign in at the School Office. (Administrative staff will enter the information with the letter L)
- If morning lessons have already started (after 9.10am), students must sign in at the School Office and go immediately to their lesson.

- In the event of a late arrival of a student that is known (dental appointment, medical appointment etc.) parents should send a note to inform the school. The student should report to the School Office on arrival at the school.
- In the event of a late arrival of a student that is unforeseen, parents should make every attempt to contact the school, but where this is not possible, a note should be sent with the student to explain the reason for the absence. It is up to the school to decide whether it is an authorised absence.

### **PERMISSION TO LEAVE THE SCHOOL SITE**

No boy in Year 7-10 should leave the school grounds during the school day without parental approval and the permission of staff. If there is a legitimate reason for leaving the school site, then an entry into the signing out book must be made.

Year 11 students are allowed off-site at lunch if the school has received parental permission. Students will be issued with a lunch pass and they must sign out as they leave, and then sign in on their return using the thumb scanners at the pedestrian gate. Failure to adhere to this expectation will result in the privilege being removed.

Year 12 students must remain on site until lunch after which time they may leave the premises on the understanding that they sign out on their departure and sign in on their return using the thumb scanners at the pedestrian gate. Failure to comply will result in the withdrawal of the privilege.

Year 13 students must sign out on their departure from the site and sign in on their return on the appropriate forms inside the Sixth Form Centre if this is during lessons. Year 13 students should remain on site at break but may leave the premises at lunch on the understanding that they sign out on their departure and sign in on their return using the thumb scanners at the pedestrian gate. Failure to comply will result in the withdrawal of their privilege of managing their own Independent Study (IS) time.

<b>Reviewed:</b>	<b>January 2018</b>
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