



Attendance Appendix

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Times of the school day

Times	Activity
8.50am – 9.50am	Lesson 1
9.50am – 10.50am	Lesson 2
10.50am – 11.05am	Break
11.05am – 11.20am	Tutor Time
11.20am – 12.20pm	Lesson 3
12.20pm – 1.00pm	Lunch
1.00pm – 2.00pm	Lesson 4
2.00pm – 3.00pm	Lesson 5



Late Procedure to Lesson One, Tutor time and Lesson Four

- All students must be on site for 8:45am and in lessons at 8:50am when the second bell goes
- At break time there is a warning bell at 11:00am and students should be in tutor time or assembly when the 11:05am bell goes
- At lunchtime there is a warning bell at 12:55pm and students should be in lesson for 1:00pm
- If they arrive after this time they must sign in at Student Services (B07)
- Class teachers will send students to the Student Services if they arrive after this time
- Students will be given a coloured slip and their arrival time will be logged on the electronic register
- Students should return directly to their lesson without causing disruption
- The student will show the class teacher the coloured slip so they can be admitted to their lesson
- The slip will also give them a same day/following day lunchtime detention (30 minutes)
- Parents will be sent a text message to inform them of their child's lateness
- If there is a genuine reason for a child's lateness we ask parents to contact the Attendance Officer with the reason before lunchtime, please note that this will not automatically dismiss the student from their detention (lesson one only)
- Students will report at the beginning of lunch to the room identified on the slip (if a valid reason has been submitted the student will then be excused)
- Students will not be detained for medical appointments, but should still sign in and bring their slip to the Student Services to remove them from the detention list
- Failure to attend the lunchtime detention will result in a 45 minute detention after school on either a Monday, Wednesday or Friday.

Registers close for morning registration at 9.20am, anyone late after this time will be coded as a U (authorised late). After lunch registers close at 1.10pm and anyone marked late after this time will be coded as a U (unauthorised late).



Late to Lesson (Lesson Two, Lesson Three or Lesson Five)

- If a student arrives to lesson after the bell, the teacher will mark the student with a 'L' code
- Two instances of lateness in one week will result in a 45 minute whole school detention on a Wednesday
- Repeat offenders will receive additional intervention from the Attendance team
- If a student has a genuine reason for being late, it is their responsibility to get a note from the member of staff they have been with
- All late queries should go through the Attendance Officer in Student Services



Planned Absence

If a student is going to be off school for a medical appointment, we ask that parents give the school at least forty-eight hours' notice.

- Parents/Carers should write a note in the student planner with the details of the appointment
- The student should bring this to the Student Services for the attention of the Attendance Officer
- We ask that Parents/Carers provide a copy of the appointment card or letter to enable us to log against the students 'M' code on the electronic register
- We request that a student attends school before and/or after the appointment where possible to avoid missing as little school as possible.

To discuss any medical appointments further please contact the Attendance Officer.



Leave of Absence

Schools are no longer allowed to authorise time off for holiday during term time and are guided by the Statutory Attendance Legislation provided by the Local Authority.

As a school, we ask if parents or carers wish to take their child out of school, they put this in writing using the 'Leave of Absence Request Form'. Please include as much information as possible regarding any circumstances that have prompted this request.

If a parent/carer has an exceptional circumstance, this may be authorised at the discretion of the Assistant Headteacher (on behalf of the Head of School) this will be made using the information provided on the Leave of Absence request form and where necessary an accompanying letter and/or any evidence.

The following may include:

- Flight booking confirmation
- Medical letters
- Wedding invitations
- Letters from other professionals

Please note this is not an exhaustive list and the final decision will lie with the Assistant Headteacher (on behalf of the Head of School).

All requests received will have to adhere to the strict criteria outlined in the Attendance legislation.

We have also published the Staffordshire County Council Code of Conduct on our website for further details regarding fixed penalty notices and unauthorised absences.

Please be aware that this legislation will come into effect on Monday 1st January 2017. This information will supersede any previous information issued by school.



Request for Medical Evidence

In line with the guidance from the Department for Education 'Advice on School Attendance October 2014' publication, Medical evidence will be requested in the following circumstances;

- Where a student has had a prolonged absence
- If a student has attendance below 90% or if they are at risk of falling below 90% attendance
- To authorise medical appointments during the school day
- Absence due to illness at the beginning or end of school term (due to legislation changes surrounding unauthorised leave of absence)



Examples of Evidence

- A stamp in the students planner from the medical establishment, GP surgery or Hospital
- An appointment card or letter
- A prescription issued to the student or If medication is prescribed, a copy of the label on the medication this will be scanned in school and attached to the students sims log to support the student's absence

Please contact the Attendance Intervention Manager on 01543 227323 for further guidance on medical evidence.

Kingsmead School



Leave of Absence Request

At this time in accordance with Department for Education guidance schools cannot authorise family holidays. If you intend to take your child out of school please complete the form below.

Name:		Year:		Tutor Group:	
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Date of Birth:		Percentage attendance to date*:		%
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Date of first absence:		Date of last absence:	
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Number of school days your child will be absent:	
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Reason for the leave of absence request:

Continue on additional sheets or attach relevant information if appropriate.

Name of sibling(s):		School(s):	
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If your child has a parent that is not accompanying you on the leave of absence, please state their full name below. Please note it is your responsibility to ensure all person(s) with parental responsibility are informed of a child's absence.

Name of parent(s):	
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Kingsmead School



*This information can be found in your child's planner.

Kingsmead School works with guidance from the government and local authority and we only authorise Leave of Absence in exceptional circumstances.

Parents/carers who remove their child from school are at risk of a fixed penalty notice. Further information can be found in the schools Attendance Policy or in the Staffordshire County Council 2017 guidance published on the school website.

www.kingsmeadschool.net

By signing and submitting this form to school, you accept that you may be issued with a fixed penalty notice as outlined in the Attendance Policy and in the Staffordshire County Council 2017 guidance.

Name:		Parent/Carer with parental responsibility (in full)
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Signed:		Date:	
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For office use only

Received in school on:		Recorded on SIMS on:	
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Parent contact by:		Parent contacted on:	
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Attendance Letter 1

«date_of_printing»

«addressee»

«address_block»

«chosen_forename» «chosen_surname»

Dear «salutation»,

It has come to our attention that «Forename» has an attendance rate of «percentage_attendance» which is below the expected attendance target set for Kingsmead students which currently stands at 96%.

As you are aware It is vital that every student attends school regularly and be punctual to maximise their educational opportunities and to prevent decline in their achievement which over a period of time could have a detrimental effect.

Whilst we understand that «Forename» may have been ill and you may have informed the office and provided us with the appropriate documentation, it is still our responsibility to inform you of your child's attendance percentage.

Absence due to Medical appointments should be covered with a Letter or Appointment Card or a GP surgery stamp in your child's planner on the day of the appointment. (For more information please see the Kingsmead Attendance policy, a copy can be found on our website)

If you have any queries please do hesitate to contact the Attendance Team on 01543 227324 or 01543 227323.

Yours sincerely



Miss T Bohn
Attendance Intervention Manager



Mrs L Hodgkins
Attendance Officer



Attendance Letter 2

«date_of_printing»

«addressee»

«address_block»

«chosen_forename» «chosen_surname»

Dear «salutation»,

I have previously written to notify you that «forename» had an attendance rate which had fallen below the expected target for Kingsmead students of 96%.

I have continued to monitor school attendance and have noticed that «Forename» has now got an attendance rate of «percentage_attendance».

To put this into perspective;

An attendance rate of 90% is the equivalent of missing half a day of school a week and 80% is the equivalent of missing one whole day of school a week.

There is statistical evidence from the Department for Children, Schools and Families (DCSF) showing the correlation between attendance and achievement on a sliding scale; the higher the attendance, the higher the achievement.

We would now ask that any absences due to medical appointments or illness should be documented with the appropriate evidence so that we can authorise any absences that may occur in the future (For more information please see the Attendance Appendix on the Kingsmead School website).

If you have any queries please do not hesitate to contact me on 01543 227323.

Yours sincerely

A handwritten signature in black ink, appearing to be 'T Bohn'.

Ms T Bohn
Attendance Intervention Manager



Late Letter

«date_of_printing»

«addressee»

«address_block»

«chosen_forename» «chosen_surname»

Dear «salutation»,

Our attendance records show that «Forename» has been late to school
«total_lates_both» times this week.

We are sure that you will understand lateness can be very disruptive to the start of the school day, where students can miss valuable learning time.

Persistent lateness over a long period of time could have a detrimental impact on your child's progress.

The school day starts at 8:50am, however all students are expected to be on site at by 8:45am at the latest.

Please do not hesitate to contact the Attendance Team 01543 227320 to arrange an appointment to discuss any concerns you have regarding punctuality.

Yours sincerely



Miss T Bohn
Attendance Intervention Manager



Mrs L Hodgkins
Attendance Officer