



Attendance Procedures (Students)

Frequency of Review: Annually

Post Holder responsible for Review: Mrs. D. Pritchard, Assistant Headteacher

Link with Governance: Managing & Organising

Recommended associated documents:

- JTMAT Attendance Policy

Date of Last Review	24/06/2019
Date of Next Review	June 2020

Kingsmead School

Attendance Procedures (Students)

5.0 Overview

5.1 The member of SLT in charge of attendance is Mrs D Pritchard.

The following 'in-school' procedure is followed for monitoring children's attendance:

- The Attendance Intervention Manager monitors the attendance of Kingsmead students and those students whose attendance is less than 95% since the start of the Academic Year. A daily overview of students absence patterns are also carefully considered and monitored.
- In the first instance, where there are concerns, students may be spoken to regarding their attendance.
- Attendance is monitored and where there is no improvement, parents are then informed by letter.
- Should the attendance not improve, a second letter will be sent requesting medical evidence be provided to authorise any further absence. This medical evidence can be in the form of an appointment card or prescription, for example.
- Where there is no improvement, the Attendance Intervention Manager will invite parents in for an Attendance Clinic meeting. Kingsmead School will not provide schoolwork for completion at home, should a full GP note be issued. Parents will be supported by the Attendance Intervention Manager to reengage students with school once the GP note period has concluded.
- The Attendance Intervention Manager will support students whose attendance gives cause for concern. This will involve assisting in resolving any situation, which may be having an adverse effect on a student's attendance.
- The Attendance Intervention Manager will undertake casework with students and, their parents where thought appropriate, to improve the student's attendance this may include the use of a Parenting Contract or referrals to third party agencies (with parental consent). Casework is completed up to the threshold where statutory action is deemed necessary.
- Where there is persistent unauthorised absence then a Penalty Notice may be considered. The Staffordshire County Council Code of Conduct changed in January 2018. From this date, a statutory response can be considered where there are 20 sessions (10 days) of unauthorised absence in the previous 12 school weeks, excluding holidays. The absences do not need to be consecutive. In the situation of persistent unauthorised absence, the parent will only receive one warning notice

period in the academic year. Should there be a subsequent period of absence; the Local Authority can automatically consider other statutory action.

- The Attendance Intervention Manager will provide appropriate records to the Local Authority for them to fulfil their statutory functions should the Staffordshire County Council Code of Conduct threshold be met. This could result in a fixed Penalty Notice being issued:

Should a Fixed Penalty Notice be issued, the fine is 'per parent/carer and per child', regardless of who applied for the leave. The parent has 3 choices:

1. A set fine if paid within 21 days.
2. An increased fine if paid after 21 days but within 28 days.
3. In the case of a non-payment of the fine the Notice will be withdrawn and will trigger the fast-track prosecution process under the provisions of section 444(1), of the Education Act 1996.

If found 'guilty' this would result in a criminal record for that parent, ultimately a prosecution under the Education Act 1966 s.444, which includes:

- An Education Supervision Order or School Attendance Order on the child.
- A Prosecution under the 1996 Education Act, section 4441 or section 4441 (a). 5.2 Alternatively, parents or children may wish to contact the Local Authority themselves, to ask for help or information. The Local Authority is independent of the school and will give impartial advice, their address is LST16 Springvale ASO, Walhouse Street, Cannock WS11 0DY Telephone Number: 01543 512318

6.0 General absences

6.1 To report an absence via email: **attendance@kingsmeadschool.net** or calling **01543 227320 option 1**

6.2 A telephone call to the absence line, clearly stating your child's name, form, date of absence and reason for absence, is required for each day your child is unable to attend.

6.3 Should the absence reach 5 or more days, we will require medical evidence to authorise such a prolonged period of time.

6.4 The Attendance Officer will make efforts to contact the parents of any student who is absent but there has been no information received during the morning. Should no reason for absence have been ascertained, the Attendance Intervention Manager or another member of staff might complete a home visit to gain the reason for the absence. A home visit may also be completed if: - the school receive any additional contradictory information, - the staff are concerned about the student's absence, - the absence is during the last or first week of a school term, even if contact has been received from parents.

7.0 Lateness

7.1 All students should be on the school site by 08:45.

7.2 The school monitors late arrival of students. In the morning, those arriving later than 08:50 will sign in at the attendance office and given a slip to show to their classroom teacher. A lunchtime detention will be issued if there is no valid reason.

7.3 Morning registration closes at 09:20. Students arriving after 09.20 will have a 'U' (unauthorised absence) recorded on the register, unless there is an acceptable reason verified by a parent. Where a student does arrive late, it is ESSENTIAL, that they sign in at the attendance office stating the reason for lateness.

7.4 Persistent lateness will be monitored the Attendance Intervention Manager may undertake casework with students and their parents, to overcome any barriers to improve punctuality. Ultimately, continued unauthorised lateness could result in Statutory Action being taken by the Local Authority.

8.0 Absence for Medical Appointments

8.1 We would ask that, wherever possible, doctor and dental appointments are made outside the school day. If this is not possible, please call the attendance office and provide the school with a copy of medical evidence, such as the appointment card. No evidence of the appointment may mean that the absence is recorded as unauthorised. Following medical evidence being provided, your child's attendance record will be marked 'M'. This represents an authorised absence. The student should sign out at the attendance office and must sign in when returning to school following the appointment.

8.2 Should there be ongoing medical appointments or the need for time off due to the medical issue then a letter stating this from a medical professional will be required. If the medical professional states that this is ongoing issue and sets a date to review the situation, then no further evidence will be required until the date of the review.

9.0 Planned Absences

9.1 The Governors' policy is to fully comply with Government regulations. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". Requests for leave in exceptional circumstances should be made in advance of the event. A leave of absence request form should be completed including dates and the reason for the absence; this should be addressed to the Attendance Intervention Manager. If a leave of absence is granted, then it will be for a fixed period of time. Should the absence not be granted, but still taken, then it will classed as unauthorised leave of absence. An application for a Penalty Notice to be issued from Staffordshire County Council will be made for any unauthorised leave of absence of 6 or more sessions in the current or previous half term. Should a leave of absence be granted, regulations are clear that any lateness in the return to school from the granted period, may be recorded as unauthorised leave of absence.

9.2 Unauthorised leave of absence presents a risk of a Penalty Notice being issued.

Please note:

- A parent can receive more than one Penalty Notice per academic year;
- The school will follow the Staffordshire County Code of Conduct for issuing Penalty Notices.

9.3 If a parent does not apply for leave but we believe that the student has been taken on holiday, then we will write to the parent to express our concern. The parent will be expected to provide contrary evidence to support the absence to be received at school by a specified date. Should the supporting documentation not be provided then the absence will be coded as unauthorised leave of absence and the relevant procedures will be applied. Retrospective approval for absence cannot be granted.

9.4 Any request for planned absences for a student to participate in a sporting or other educational activity, such as a dance or music exam, should be addressed to the

Attendance Intervention Manager. A notification of the exam date, such as the confirmation letter, should be included.

10.0 Other circumstances

10.1 It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g. bereavement).

11.0 School Attendance Targets for Kingsmead School

11.1 The attendance target for Kingsmead School for the academic year 2018-19 is 96%.

11.2 The school will notify the Local Authority, at regular intervals, as required by Government Guidance, any students who fail to attend school regularly.

12.0 Children Missing from Education

Kingsmead School are part of the John Taylor Multi Academy Trust and follow the procedures listed in 4.0 of the JT MAT attendance policy.

13.0 Those people responsible for attendance matters in this school are:

Mrs Pritchard – Assistant Head of School
Miss T Bohn – Attendance Intervention Manager
Mrs K Gleeson – Attendance Officer

14.0 Summary

This policy should be read in conjunction with our Equality Policy, which seeks to promote equality of opportunity and good relations across all aspects of school life.

Please visit the JT MAT website for a copy of the JT MAT Attendance Policy
www.jtmat.co.uk