



Attendance Policy

March 2022

Version:

1

Date: March 2022

Ratified by the Local Governing Body

Signed by the Local Governing Body

Date:

To be reviewed every 2 years:

Date: March 24

Contents

1. Introduction.....	3
2. Rational	3
3. Legal Framework	3
4. Aims of the Attendance Policy	5
5. Roles and Responsibilities.....	6
6. Monitoring Systems.....	9
7. Attendance Registers	10
8. Attendance Data.....	13
9. Persistent Absences.....	14
10. Role of the Education Welfare Officer.....	14
11. Parental Request for Absence from School for Holiday.....	14
12. Religious Observance.....	15
13. Safeguarding/CME.....	15
14. Pupils with Long Term Health Issues.....	15
15. Appendix A	16
16. Appendix B.....	18
17. Appendix C.....	19
18. Appendix D.....	20
19. Appendix E.....	21
20. Changes.....	23

1. Introduction

This policy needs to be read in conjunction with Kingsbury Academy Safeguarding policy, Kingsbury Academy Behaviour Policy and School Attendance Guidance produced by the DfE (August 2020). Kingsbury Academy will monitor any pupil who may be missing from education in accordance with the protocols determined by Coventry City Local Authority.

2. Rational

Kingsbury Academy is committed to providing all pupils with an appropriate and effective full-time education in a safe and happy environment. Each pupil is welcomed, valued, respected, and encouraged to respect themselves and others. We aim to empower all pupils to gain both academic and essential skills that will equip them for life. We believe that education is essential for all, and Kingsbury Academy is committed to working with pupils and families to ensure pupils attend regularly and punctually to reach their full potential. We raise parent's and pupils' awareness of the importance of good attendance, and the impact that attendance has upon achievement.

Non-attendance at Kingsbury Academy for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance, it is essential that early action is taken.

'Ensuring Children's Right to Education' DSCF 2008

Kingsbury Academy recognises that central to raising standards in education and ensuring all pupils can fulfil their potential pupils need to attend school regularly to benefit from their education. (DfE November 2016).

3. Legal Framework

Section 444 of the Education Act 1996 states, that children of the compulsory school ages (5 – 16) should attend school regularly. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Section 7 of the 1996 Education Act states that parent/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

3.1 Legal Requirements for Schools

- Schools must keep 2 registers: an admission register which serves as the school roll, and an attendance register
- Attendance registers must be called twice a day; at the start of the morning session and once during the afternoon session
- The register must show whether the pupil is present, engaged in an approved educational activity, off-site or absent
- When a pupil is absent, the register must also show whether the absence was authorised by the school or unauthorised
- Authorised absence means either the school has given approval in advance, or that a satisfactory explanation was given afterwards

3.2 The government expects schools and Local Authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and, act early to address patterns of absence
- Expect parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils to be punctual to their lessons

This policy and associated attendance data sets will be monitored by the Head Teacher and Senior Leadership Team, with a formal data report on pupil attendance to the Local Governing Body and Trustees made by the Head Teacher and Attendance Lead each term as part of the Head Teacher report (Appendix A).

Kingsbury Academy may share attendance data with Children's Services and the local authority if required; all information is shared in accordance with the General Data Protection Regulation 2018.

Attendance reports will outline if there are any concerns in relation to pupil attendance and any impact of pupil attendance on progress over time. The report will outline the measures the school has made to address any such issues ('closing the gap' opportunities). Where there have been non-attendance issues within the school the Head Teacher will collate examples of case studies/summaries which evidences the approach taken by the school in addressing pupil attendance (Appendix B).

This policy will be evaluated every two years by the Local Governing Body.

4. Aims of the Attendance Policy

- To secure an informed approach in regard to attendance and how this is monitored/recorded/reported in accordance to statutory guidance
- To establish systems of following up all absences to ensure that safeguarding is and remains effective
- To ensure that all absences are correctly identified
- To develop a systematic approach to gathering/analysing/reporting attendance related data providing reports to LGB's/Trustees each term
- To provide a means by which the school can record/monitor attendance of the pupils/students and to intervene positively as required
- To ensure that each school provides an appropriate response to improve the overall percentage attendance which maximise opportunities for all pupils to learn/achieve
- To determine the protocols to monitor attendance effectively establishing pathways to deal with any attendance issues working with external agencies if/as required in an informed way (e.g. – Social Care, Education Welfare Officer)
- To reduce unauthorised attendance if this becomes an issue
- To identify appropriate protocols to pursue the re-integration of pupils following periods of significant absence

- To provide our school community with informed communication pathways/protocols in relation to pupil attendance with parents/carers which determines the importance of this
- To determine the roles and responsibilities of the Attendance Lead and publish on the school's website
- To ensure the school's Safeguarding Policy is upheld and fully adheres to the protocols determined to keep all children safe which includes appropriate liaison with social care (MASH and LADO) and refer to the school's allocated Education Welfare Officer where appropriate

5. Roles and Responsibilities

5.1 Parents and Carers

- Parents and Carers have a legal responsibility to ensure that their children attend the Academy regularly and punctually. They should also ensure that their children are properly equipped and fit for a learning environment.
- Parents of children of compulsory school age are required to ensure that they receive full-time education suitable to their age, ability and aptitude.
- Regular attendance includes pupils being punctual. Persistent lateness will be regarded as an unauthorised absence.
- Parents and Carers must contact the Academy on the first day of a pupil's absence. They should state the reason for their absence, and also the date on which they are expected to return. Notification of absence should be by parental note, telephone call on 02476 594952 or in person. Please note that none of school bus drivers or guides are employed by Kingsbury Academy and therefore they do not have the responsibility to pass on messages about absences etc. Please notify school in the ways noted above rather than relying on a message to be passed on via a guide or driver.
- Parentally condoned, unjustifiable absence is damaging to a pupil's progress. If, in the opinion of the Academy, an explanation offered by a parent for absence is unacceptable (or where no explanation is given) the absence will be treated as unauthorised.

- Parents who wish to collect their pupils early during the school day should contact the Academy in advance. When a parent wishes to collect a student for a reason other than a medical appointment, the absence may not be authorised. Authorisation of the absence is at the discretion of the head teacher.
- Parents should inform the Academy immediately if they have a change of address. In case of emergency, the Academy must be able to contact the parents or carers or a third named person. Parents are required to provide this information when they first register their pupils, and keep information including telephone numbers up to date.
- Parents and carers must inform the Academy immediately if they are removing their son/daughter to start at another school/academy. The parents must give details of the new school/academy or details of when/where they plan to leave the country.

5.2 Pupils

- Pupils are expected to attend school regularly and punctually and be appropriately prepared for lessons.

5.3 Class Teacher

- The class teacher has a vital role to play in raising attendance and punctuality in our Academy.
- The class teacher will fulfil their statutory requirement ensuring that registers are completed accurately and sent within 30 minutes of registers opening. In the event of a systems failure, a manual paper copy will be sent to the Office.
- Class teachers should monitor the attendance of pupils and are responsible for referring pupils with poor patterns of attendance and/or punctuality to the Attendance Lead/Pastoral Lead.

5.4 Attendance Lead

- The role of attendance lead is part of the role and responsibilities of Senior Leadership and Designated Safeguarding Lead/ Deputy Designated Safeguarding Lead (DSL/DDSL).

- The attendance lead will be responsible for monitoring attendance throughout the school to the agreed attendance benchmark, meeting all statutory and legal requirements in the process, and publishes attendance figures.

5.5 Head Teacher

- The Head Teacher will ensure that parents and pupils are aware of their responsibilities regarding attendance and punctuality at the point of admission.
- Will ensure that registers (Legal document) are kept for at least 3 years.

5.6 Local Governing Body

- The Local Governing Body has responsibility for academy attendance and is familiar with current legislation.
- They are acquainted with the registration system in the Academy.
- They will request reports on attendance and procedures as necessary.
- A member of the governing body will usually be part of the Attendance Team/Panel.

5.7 Office based systems (office team):

- The office staff will work with the Head Teacher, SLT and other school staff, parents, pupils, and outside agencies to ensure the positive attendance of our pupils.
- Use the school information management system (Arbor) to monitor attendance/pupil absence on a daily basis, maintaining this to a high standard
- Be the first point of contact to support to school-based staff with operational issues in the use of Arbor related issues
- Track pupil attendance by collecting and analysing attendance data on a daily basis formulating this in a report/email to SLT and DSL's by 10.30 at the latest

- Ensure school/office-based records are maintained to a high quality and in accordance with our attendance policy (four parent/carer contact numbers) – incorporating into receptionists' role
- Provide accurate termly/yearly attendance data / information for school-based reports (Head Teacher, Local Governing Body) and the annual report to parents.
- Produce individual attendance data when requested by the HT/SLT/DSL's/Office Manager
- Advise all agencies on pupil attendance information as appropriate to any identified changes
- To be responsible for the daily fire register in case of any emergency (paper-based register)
- To be responsible for the Swiped-On evacuation list (staff/volunteers/school-based visitors etc) in case of any evacuation of the school
- Complete first day calling to parents to follow up on absences.

6. Monitoring systems:

- Act as the first line of contact to parents/carers in relation to attendance, advising them, when able, on ways they can ensure their child attends school
- Contact any parents/carers of any absent pupil using the school-based texting service/ telephone to identify reason for any pupil absence; log all calls made in accordance with school-based protocols
- Communicate effectively with staff, other professionals, and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the school
- With SLT/Pastoral Lead and when requested information gather potential reasons for any pupil's non-attendance
- Provide any information requested by parents/carers in relation to attendance/ exceptional circumstances

- Always maintain confidentiality
- Accurate data entry into School information management system (Arbor)

7. Attendance Registers

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined (DfE –August 2020).

7.1 Registers

Teachers must either complete the register on Arbor or:

- complete the register in ink
- not mark a pupil present unless the pupil is in the room when they call the register
- mark the register with code 'N' if they are unsure of the reason for absence
- not leave any spaces in the register
- not allow pupils to mark the register
- Registers MUST be returned to the school office by 9.30am in the morning (Session 1) and 1.30pm in the afternoon (Session 2)

7.2 Contents of Attendance Register

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present

- Attending an approved educational activity
- Absent; or,
- Unable to attend due to exceptional circumstances
- 1 day = 2 sessions (10 sessions each week)

The school should follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

7.3 Attendance Codes, Descriptions and Meanings: (These codes need to be read in conjunction with the DfE guidance, August 2020 – School Attendance)

Code	Description	Meaning
/	Present in school (am)	Present
\	Present in school (pm)	Present
B	Offsite educational activity	Approved Education Activity
C	Leave of absence (authorised)	Authorised Absence
D	Dual registered at another educational establishment	Approved Education Activity
E	Excluded no alternative provision made	Authorised Absence
G	Holiday <u>not</u> authorised by school or in excess of the period determined by the Head Teacher	Unauthorised Absence
H	Holiday authorised by the school	Authorised Absence
I	Illness (not medical/dental appointment)	Authorised Absence
J	At interview	Approved Education Activity
L	Late (arrival before registers close)	Present
M	Medial/Dental appointment	Authorised Absence
N	Reason for absence not yet provided	Unauthorised Absence
O	Absent from school without authorisation	Unauthorised Absence
P	Participating in a supervised sporting activity	Approved Education Activity
R	Religious Observance	Authorised Absence
S	Study leave	Authorised Absence
T	Gypsy, Roma and traveller absence	Authorised Absence
U	Arrival at school after registers closed	Unauthorised Absence
V	Educational visit or trip	Authorised Absence
W	Work experience	Approved Education Activity
X	Not attending in circumstances related to Coronavirus/not required to be in school	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	Planned whole or partial school closure	Not counted in possible attendances

7.4 Parent/carer contact details: The school will keep a record of four contact parent/carer telephone numbers (where provided) which will be held within the school's data base; parents will be reminded to contact the school to provide any updates to the information held. This information will be re-checked at pupils Annual Reviews held annually.

7.5 Follow up of absence

Once class registers are completed, the office team will scrutinise them and identify from the information provided by the class teacher if any children are absent; they will record name, reason for absence and who notified the school.

In this way the school/office team will have been provided with an explanation of the absence by the class team or via direct message to the school office. If the explanation has not come directly from the pupil's parent/carer, the office team will contact the parent/carer to clarify/confirm the reason recorded; pupils non-attendance reported by passenger assistants will not be accepted. The school will remind all parents on an annual basis the protocols which need to be followed by them in reporting their child's absence from school.

An electronic record of each absence is made daily by the office team. This provides a means by which absences can be recorded accurately/checked which fully supports our agreed Safeguarding Policy and protocols.

Through the regular scrutiny of attendance records the Head Teacher/Attendance Lead/Pastoral Lead/ DSL's) will be able to identify any concerns in relation to attendance particularly in relation to any aspects of the safeguarding chronology held by the school.

If a pupil is beginning to show a sporadic attendance record and this is not linked to any on-going medical complaint or additional reason of which the school is aware, the school will attempt to rectify this with the parents. Attendance lead/Pastoral lead will contact the parents initially via a telephone call to discuss and clarify reasons for lower attendance (all telephone conversations will be logged by the school). This will be followed up with a letter outlining what has been discussed and agreed. If any issues continue, the Head Teacher/Attendance lead will write to the parents/carers

inviting them to a meeting (alongside social care colleagues as appropriate) to discuss the reason(s) why attendance continues to decline and agree a support plan to rectify this (Appendix C).

If the child concerned continues to attend school sporadically following these measures this will be discussed with MASH / the Education Welfare Officer for their advice and guidance.

8. Attendance Data

Using agreed templates, the attendance officer will scrutinise the attendance data for each pupil whose attendance falls below the benchmark (90%) adding supporting commentary if/as required. This information will be passed onto the Head Teacher to inform the report to the LGB/Trustees.

Following such procedures will enable the attendance lead to produce verified attendance data which in turn will be reported to the LGB/Trustees each term.

Through the scrutiny of attendance codes, the Attendance lead will identify percentages in the following areas to inform verified data using the raw data presented; such data will be supported by a commentary which demonstrates how the data has been analysed providing the reader with further context.

National average absence rate special schools	9.1%	Kingsbury attendance target: 90% or above
National average mainstream	5.2%	

Benchmark 90%	This term:	Last Academic Year:
Pupil RAW attendance data (%) before analysis		

9. Persistent absences

As identified every term the office team will provide the Attendance Lead with a summary of the attendance data for any pupil who has been recognised as falling below the attendance data. As outlined, the Attendance Lead will scrutinise all such data to identify reasons to verify data; following such scrutiny if reasons do not relate to specified attendance codes or there appears to be emerging patterns/themes an alert will be created to trigger school action and the academy will refer to the Education Welfare Officer if needed. To inform our working practice we will use the protocols/steps identified within the attendance intervention strategy aimed at addressing such concerns in an informed way (Appendix D).

10. Role of the Education Welfare Officer (EWO):

One the attendance intervention strategy protocols have been followed Kingsbury will refer the pupil(s) to the Education Welfare Officer, if necessary, with a view to improving the situation; parents will be notified of such measures (Appendix E). The school will provide the following information to inform the future work of the EWO:

- Reason for referral and any other relevant information
- Prior action taken by referrer (include details of contact with parents)
- Attendance data

The school will work with the EWO in the pursuit of any recommendations made; reviews of such work and the impact of this will be agreed with the EWO.

11. Parental Request for Absence from School for Holiday

Pupils are not entitled to be away from school during term time as a result of a family holiday. Such absences will be recorded as unauthorised. Leave of absence will be granted in very exceptional circumstances on application to the Headteacher. These requests should be made by writing in advance to the Headteacher and permission is subject to their discretion. A copy of the Parental Request for Leave of Absence during Term Time form is attached (Appendix H).

12. Religious Observance

Pupils will be granted 2 days per year to attend any religious observance; parents will be expected to request such non-attendance via the exceptional circumstances form.

13. Safeguarding

We must safeguard pupils and ensure they receive their right to education. Kingsbury Academy understands that children missing from education (CME) can be a warning sign to a variety of safeguarding concerns. A Child Missing from Education referral form can be completed by school after a maximum 10 days' absence through a secure email address: CME@coventry.gov.uk.

Anyone with a concern that a child is missing from education can make a referral to the Access to Education Team (EMAS).

Kingsbury Academy will report information to the Local Authority when removing a child from roll.

14. Pupils with Long Term Health Issues

If a pupil is unable to attend school because of long term health issue then school will liaise with parents/carers to support with home education.

Any pupil who has a prolonged stay in hospital will be discussed with the school nurse who will become the conduit for all health-related information between the school/health care providers; any such discussions will be formally recorded in the minutes. The class teacher will be able to provide homework for the pupil concerned if this is deemed appropriate; this will be discussed between the school, nurse and parent/carer(s).

15. **Appendix A:** Attendance data sets

Data Analysis Pupil Attendance

Kingsbury		Number and % of pupils with attendance falling below 90%			Number of pupils alternative provision:		Term:		
Attendance analysis: Number and %									
N Unauthorised absence	E Excluded	H Agreed family holiday/exceptional circumstance (Risk Assessed)	I Illness	M Medical/dental appointment	R Religious observance	S Study leave	T Traveller absence	Y Enforced closure due to unforeseeable circumstances	
Commentary:									

The Attendance lead has the responsibility for monitoring progress data for any pupil who may experience a prolonged absence from school alongside the Head Teacher of the school and are not meeting the attendance benchmark. Data associated with progress over time will be scrutinised and where this has slowed (emerging progress) opportunities will be identified to 'close the gap'. Such measures will be discussed / reviewed with the class teacher and the parents / carers will be contacted to discuss further; follow up discussions (if/as required) will take place in Pupil Progress meetings and will include parents/carers if/as necessary.

The school will therefore work closely with parents / carers to ensure the continuation of targets – e.g. – therapy, academia can be addressed as much as possible whilst the pupil is at home. The school will endeavour to provide any additional resources – e.g. – iPad, notebooks, and therapy plans that the parents would need to address targets identified.

Pupil Name	Sessions absent	Primary Need	PP/NON PP	Gender (M/F)	Ethnicity	Class	Key Stage	English	Maths
Expected Progress					Below Expected Progress				

Using such measures, the following groups / cohort's attendance data can be examined to identify if there are any trends over time which the school needs to address or if further clarification is needed to explain non-attendance at the school:

- Boys/girls
- Needs type
- PP/Non PP
- Ethnicity

The attendance of all pupils will be formally discussed at each pupil's Annual Review with parents / carers and recorded via our Annual Report to parents. Attendance data will be formally recorded within the review paperwork provided by the Local Authority. Attendance data will additionally be recorded in the electronic e-PEPs paperwork for all Children in Care; this will be the responsibility of the designated teacher for Looked After Children (LAC).

Academic Year	Autumn Term	Spring Term	Summer Term	
2019-2020				
2020-2021				
2021-2022				

Current Academic Year:		
Data	Autumn Term	Academic Year
School Attendance Kingsbury target: Special School Average Attendance Rate: 90% Verified data		
Data	Spring Term	Academic Year
School Attendance Kingsbury target: Special School Average Attendance Rate: 90% Verified data		
Data	Summer Term	Academic Year
School Attendance Kingsbury target: Special School Average Attendance Rate: 90% Verified data		

16. Appendix B: Attendance Case Study

Attendance Case Summary					
Pupil Name:					
Primary Need:					
Banding:					
Diagnosis and associated difficulties:					
Attendance data 2021 – 2022		XX%	Kingsbury Benchmark	XX%	
Context					
Actions taken					
Impact					
Attendance Autumn Term 2021	XX%	Attendance Spring Term 2022	XX%	Attendance Summer Term 2022	XX%

17. **Appendix C:** Attendance support plan

Attendance Support Plan

Pupil Name		Date of Birth	
Class		Year	

Date/time of meeting:	
Venue:	Kingsbury Academy

Present at meeting:	

Action agreed
<p><i>Examples of agreed action:</i></p> <ul style="list-style-type: none"> • Parent will inform the school on the first day of a sickness absence • Parent will provide medical evidence for every sickness/medical absence pupil may incur. • Are any issues preventing pupil from attending regularly, school staff will be informed.

Attendance target:	100%
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed by all present.

Signed:

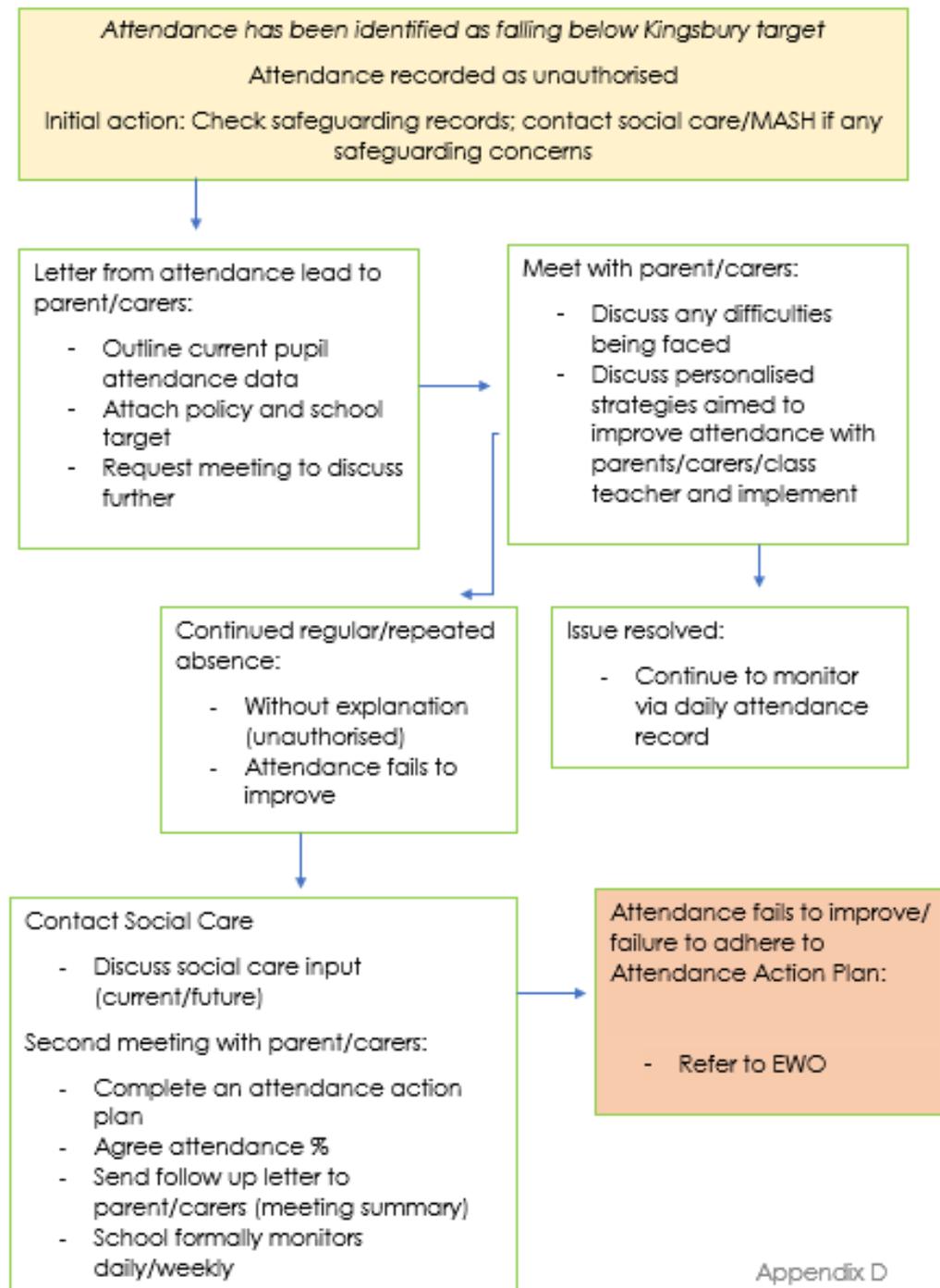
..... Parent/carer

..... School Representative

..... Other Agency

18. Appendix D: Intervention Strategy

Attendance Intervention Strategy/EWO



19. Appendix E: Parental Request



Annual Holiday in Term Time Request Form

Dear Parents/Carers

The school recommendation is that you do not take your child out of school for holidays. However, in exceptional circumstances, I will consider your requests. I am not in a position to stop you taking your child on holiday, however, if you do take your child on holiday without permission, I will not be able to authorise the request. Unauthorised absences are liable to Penalty Notice Fines or Prosecution for non-attendance. Children who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return.

Pupil Details:

Name of Child:..... Class:.....

Address:.....

Reason for Request:

Dates of leave requested from:..... Until:.....

Date of return to school:.....

Signature of Parent/Carer:..... Print full name:

School use only:

Name of Child:..... Class:.....

Current Attendance:.....(%) Number of days absent:.....

Agreement reached:

- In this instance, I am able to authorise this holiday request
- I am unable to authorise this holiday
- Further information/meeting required, please contact school

This holiday is not authorised because:

- Your child's attendance record is below the recommended government guidelines
- Your child has already taken time for an annual holiday
- Of the age and stage of your child's education
- The holiday falls within an examination period
- The new school year has only just begun
- A holiday will cause a detrimental gap in your child's learning
- A holiday will disrupt the continuity of learning for your child
- The reason for your request is not acceptable

Headteacher's Signature:..... Date:.....

Notification sent to Parents/Escoorts/Class:.....

Pupil Leave of Absence Risk Assessment – Key questions to consider helping inform decision

Name		Dates requested	
Where is the family going (destination)?			

Question	Yes/No	Comments if/as appropriate
Are there current safeguarding concerns		
Have there been previous safeguarding concerns		
Is there social care involvement*		
Is attendance at least good (above 85%)		
The parent provides adequate reason following agreed school protocols for any absenteeism		
Has the parent made any previous request(s) over this academic year		
Have any previous requests been declined by the school		
Progress – is the pupil making at least the expected progress over time		
Has the parent provided sufficient information to support this request (is the form complete)		
Has the parent noted who will accompany the pupil		
Has the parent outlined how they will counteract missed teaching/learning sessions		

*Social Care - If yes – please contact social worker/MASH to discuss further

Appendix E

20. Changes

Description	Date	Page	Section