



KHA & DPHS
ATTENDANCE POLICY
SEPTEMBER 2016



KBICKER

KING HAROLD ACADEMY & DEBDEN PARK HIGH SCHOOL

Aim

The aim of Debden Park High School and King Harold Business & Enterprise Academy is to provide the very best education so that your child reaches, or exceeds, his/her predicted grades. This will be achieved in a safe and supportive environment in which everyone is valued and can make positive contributions and where students go on to become responsible, independent members of society.

This Attendance Policy helps underpin the mission statement of Debden Park High School and King Harold Business and Enterprise Academy (“the School”).

PRINCIPLES

The Education Act 1996 states that all students should attend school regularly and punctually.

PURPOSES

- ❑ To promote, support and reward very high levels of attendance at the school
- ❑ To enable the exchange of information between school and parents about attendance
- ❑ To inform students, staff, parents and governors about attendance and attendance issues
- ❑ To meet the requirements of the law on attendance

GUIDELINES

RIGHTS AND RESPONSIBILITIES

Improving attendance at the school is the responsibility of everyone in the school community - parents, students and all staff.

❑ PARENTS

Section 444 of the Education Act states

“If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his parent is guilty of an offence”.

Parents who are found guilty of breaking the law on attendance may be taken to court and could face fines of up to £2000.

If a student is prevented from attending school by reason of sickness or unavoidable cause, it is the responsibility of the parent to notify the school of the student’s absence. This should be by telephone on the morning of the first day of absence and confirmed in writing.

Parents should avoid making medical/dental appointments for their child during school hours.

Parents do **not** have the right to take their child out of school during term time unless in exceptional circumstances, which must be put in writing to the Head Teacher.

❑ **STUDENTS**

Students are responsible for making sure their own punctual and regular attendance is maintained at the highest level. They should attend all of their lessons on time, equipped and ready to learn.

On those occasions when they return to school following an absence, they should follow the procedures for giving their form tutor a note from their parent explaining the reason for their absence.

Students have a responsibility for following school procedures should they arrive late for registration.

Students who experience difficulties that may prevent them from attending school regularly should speak, initially, to their Form Tutor. Students will then be offered prompt and sympathetic support from the relevant Manager.

❑ **SCHOOL**

All School staff have a responsibility to set a good personal example in matters relating to attendance and punctuality. The following are responsibilities of school staff necessary to ensure students achieve and maintain excellent attendance.

- ❑ To keep an accurate record of attendance and absence.
- ❑ To differentiate accurately between authorised/unauthorised absence.
- ❑ To respond to absenteeism firmly, consistently, and with care.
- ❑ To contact parents/carers with concerns
- ❑ To consult with the Missing in Education & Child Employment Service if students' attendance continues to give cause for concern.
- ❑ To promote regular attendance.
- ❑ To acknowledge good/improved attendance.
- ❑ To carry out class registration and follow-up any absences from lessons.

Attendance Policy

A Guide for Parents

1. When does my child need to be in School?

Your child should be in school at 8.25am in time for registration (lesson 2, Tuesday) which will be called promptly at 8.30am.

2. What happens if my child is late?

Registration finishes at 8.50am in the morning.

If your child arrives after 8.30am she/he will be marked late.

If your child arrives after 9.00am she/he will be marked as late, continued lateness will be followed up by the Attendance Liaison Officer and parents/carers will be contacted about our concerns.

You are expected to give a written explanation for the lateness.

Students who arrive after 8.30am will be marked as late by a member of staff on arrival and a detention will be set.

3. Does the School need letters explaining my child's absence or will a phone call do?

We expect parents/carers to telephone the school on the morning of the first day of absence. If you do not phone us, we will text you. However, we need a written explanation on your child's return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence and this will be shown on your child's report.

4. What reasons will the school accept for absences?

- ✓ Illness
- ✓ Emergency dental/medical appointments (please make routine appointments after school or during the holidays. Appointments during school time should be for no longer than 1-2 hours)
- ✓ Day of religious observance
- ✓ Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details.

In cases of recurring absences for illness you may be asked to produce a medical certificate. Support will be offered to you via our Attendance Liaison Officer, who can be contacted via the school.

5. What is unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters etc.

6. Can we take family holidays during term-time?

Family holidays **must not**, be taken during term time. If, in exceptional circumstances, you need to request permission for your child to be absent from school you should complete an application form, at least 2 weeks in advance, stating the reason for the absence. The Headteacher has the right to refuse permission having given consideration to:

- ✓ your child's age
- ✓ the time of year
- ✓ the overall attendance pattern of the child
- ✓ the need to challenge and change behaviour
- ✓ the student's stage of education and progress

If the absence is not authorised but is taken anyway, the case will be referred to the Missing in Education & Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

The Head Teacher is unlikely to approve your child's absence if the timing coincides with examinations or GCSEs.

Absence request forms can be obtained from Student Reception and when complete returned to the school office, along with a covering letter outlining the special circumstances. The Head Teacher will make a decision and the return slip will be given back to the parent.

7. What can I do to encourage my child to attend school?

Make sure your child gets enough sleep, and gets up in plenty of time each morning. Ensure that they leave home in the correct uniform and properly equipped. Show your child, by your interest, that you value their education.

8. My child is trying to avoid coming to school. What should I do?

Contact your child's form tutor immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons - difficulties with work, friendship problems and family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with the Attendance Liaison Officer.

9. Will the School contact me if my child is absent?

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward. The school operates a first day response to absence: we will text you if we have not heard from you in the first instance.

10. What if my child is Truantiing?

You will be informed by the Director of the Year or the Attendance Liaison Officer and support will be put in place to try and resolve any issues/concerns your child may be experiencing. However, if there are further unauthorised absences you may be issued a penalty notice by the Missing in Education & Child Employment Service. The amount is £60 per child per parent if paid within 21 days. This amount will rise to £120 per child per parent if not paid within the specified time period.

11. What if I take my child out of school without permission for an extended period?

If you take your child out of school for a period of time that has not been agreed in advance, the school will endeavour to establish contact with you. This will be both in person and in writing, if we are unable to secure a return date your child will be taken off roll after 20 school days and referred to the Education Welfare Office.

Attendance Policy

A Guide for Students

AIM

To maximise the attendance of every student at school.

ATTENDING REGULARLY AND ON TIME

Regular attendance will help you make the most of the opportunities here at school. It will help you:

- ✓ Keep up with your school work and get the best results you can
- ✓ Get a job - employers like people who are reliable/it may be used as part of a reference.
- ✓ Your attendance at school is shown in your Record of Attendance.

ABSENCES

Acceptable reasons for absences include:

- ✓ Illness
- ✓ Emergency dental / medical appointments (Please make routine appointments after school or during the holidays. Appointments during school time should be for no longer than 1-2 hours and if you return to school in this time with evidence to support this we will continue to mark you present)
- ✓ Day of religious observance
- ✓ Family bereavement.

Looking after brothers and sisters, birthdays, general trips such as shopping or trips to the airport and helping at home are NOT reasons to be absent from school.

You will need a note from your parents to explain ALL absences from school. You will also need a note if you arrive at school after 9.00 in the morning. The note could be written in your planner or on a separate piece of paper. If you do not produce this your lateness could lead to an unauthorised absence

NEED HELP?

Problems with your school work? Are you being bullied? Are your friends giving you a hard time? Are things difficult at home? You may feel that truanting school is the answer. It is not - it may even make things worse. **TALK TO SOMEONE** - your form tutor, another member of staff, your parents. We will do everything we can to help you get over the problem.

Attendance Policy A Guide for Staff

A) Tutors

Form tutors must complete the daily register of student attendance. These attendance registers are legal documents and must be treated as such. Details from the attendance registers will be entered on the school computer database.

Any student who is not present during the tutorial/register period in the morning or in the afternoon should be marked as absent. It is not acceptable to leave a space if the student's whereabouts are unknown.

Any student who arrives to registration after 8.30am will be marked late. Students who arrive after 8.50am will be issued with a late slip and a late mark will recorded by the Student Support Officer.

Student absence must always be explained by parents via a letter or record of a phone call made to the Student Support Officer. The provision of such a letter does not automatically constitute acceptance by the school that the absence is authorised. It is up to the school to authorise absence: if the Student Support Officer has any doubt that the absence has not been for a valid reason she/he should contact the relevant Pastoral Team/Attendance Liaison Officer member for advice. A standard unauthorised absence letter may then be sent.

Providing a satisfactory explanation is received, absence can be authorised for:

Illness

- ✓ Dental / medical appointments. (If possible these should be made after school or during the holidays. Appointments during school time should be for no longer than 1-2 hours)
- ✓ Family bereavement
- ✓ Participation in an approved public performance
- ✓ Annual Family holiday **(for which leave has been granted)**
- ✓ Day of religious observance in the religious body to which the parents belong.
- ✓ Approved study leave
- ✓ Traveller child travelling

An absence should be marked as unauthorised for:

- ❑ No explanation received from parents
- ❑ Looking after siblings
- ❑ Shopping trips or trips to the airport
- ❑ Unexceptional special occasions e.g. birthdays
- ❑ Family holidays.

There are also absences from school that are counted as attendance for daily totals: these are **Approved Educational Activities**. The following are classed as Approved Educational Activities: **these should be marked in the register with the correct code**. The computer program will then convert these to a statistical “present” mark.

- ❑ Attendance at link course at FE college
- ❑ Approved sporting activity (e.g. School Team match)
- ❑ Field trips and educational visits, in this country and overseas
- ❑ Interviews for work experience, Careers, College with school approval
- ❑ Educated off site at an educational institution

The Student Support Officer will text on the first day of absence and will telephone parents/carers on the second day of absence if there has been no communication from home to explain the absence. If the Student Support Officer is unable to reach parents/carers a standard letter will be sent.

B) Head of Year/Pastoral Team

The Attendance Liaison Officer will work closely with the Pastoral Team, who will have an overview of the student’s attendance/punctuality.

If there are concerns regarding a student’s attendance a standard letter expressing concern will be sent to parents/carers.

C) Attendance Liaison Officer

The Attendance Liaison Officer will liaise with the Pastoral Team and work with parent and students to support good attendance. Parents will be invited to school to discuss their child’s attendance.

D) Classroom Teachers

Every teacher should keep a lesson attendance register. Curriculum Team Leaders are responsible for monitoring the keeping of classroom registers by teachers.

E) Leadership Team

The Leadership Team will monitor the operation of the attendance policy and will discuss attendance figures on a regular basis.

F) Missing in Education & Child Employment Service

The MECES will support the school/student when a concern is highlighted by the Attendance Liaison Officer

Certificates and prizes will be awarded to students who have 100% attendance throughout a school term, and throughout a school year. These certificates should be entered in the student's Record of Achievement.

There will be an opportunity, also, for students with improved attendance to receive recognition.

Nominations for such awards can be discussed with the Pastoral Team and the Attendance Liaison Officer.

Procedure for completing registers

Roll Call should be completed at the start of each morning and afternoon session.

- ◆ Student attendance should be marked with the correct code.
- ◆ Where a student is not present when the register is called, she/he should be marked absent,
- ◆ If the student arrives late during morning or afternoon registration a "L" should be inserted.
- ◆ Any student leaving the school must sign out at Main Reception and then sign in again on their return.
- ◆ Any student who arrives after 9am should go to the Main Reception. The student will be marked with a U.
- ◆ The Student Support Officer will code the registers of students where there is a known absence.

CODES: There are 4 broad classifications for attendance registers

1. Attendance

The following codes are to be counted as signifying attendance:

- ∧ Present
- L Late arrival for am or pm session also for late buses
- N Absent, no reason given.

2. Approved educational activity

The following codes are to be counted as signifying approved educational activity, which is counted as attendance for the purposes of daily attendance totals. These codes will be entered by the Student Support Officer.

- P Approved sporting activity (eg school team match)
- V Field trips / educational visits and performances, in this country and overseas
- W Approved work experience (including long term work experience)
- B Attendance at other educational institution under link course arrangement
- D Dual registration at another site
- J Interview

3. Absence Codes

The following codes are to be counted as signifying authorised absence

- C Other circumstances (bereavement, other approved absences not covered by other codes)
- M Medical or dental appointments.
- I Confirmed illness
- E Excluded
- R Day of religious observance in religious body to which the parents belong
- U Late after register closes
- T Traveller
- S Study Leave
- E Excluded and no alternative provision made

4. Unauthorised Absence Codes

- 0 Main marking for unauthorised absence
- N No reason yet given
- G Holiday not granted

Name of School

APPLICATION FOR TERM TIME ABSENCE

Taking your child out of school during term time could be detrimental to your child's educational progress.

You may apply to the school for leave of absence for up to 10 days. A term time absence will only be authorised by the school if they believe there are special circumstances which warrant it. (The Educational (Pupil Registration) (England) Regulations 2007).

If the absence is not authorised and leave is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Name of Child(ren)	
DOB	
Class:	

Date of First Day of Absence _____

Date of Return _____

Number of Days Requested _____

Please attach a letter outlining the 'special circumstances' for which a term time absence is being applied for. If this is not provided the school will be unable to authorise this request.

Signed _____ Date _____

Name _____

Please return form to School Office

School/Office use only:

Attendance Percentage preceding 12 weeks			
Number of sessions absence this academic year	Authorised	Unauthorised	Total