

# CIRENCESTER KINGSHILL SCHOOL

## ATTENDANCE POLICY

### **Aim**

With the intention of enabling all pupils to take full advantage of the educational opportunities open to them, Cirencester Kingshill School aims to work with pupils and parents/carers to encourage excellent levels of attendance and punctuality.

### **Registration (including punctuality)**

- Registers will be taken punctually at 8.50am and at 1.20pm (start of lesson 5).
- Should a pupil arrive during registration between 8.50am and 9.05am, but after the register is called, the tutor will fill in an L mark.
- Should pupils arrive in school after registration, they should sign the lateness book at reception, providing an explanation for the lateness.
- Late arrivals between 9.05am and 9.30am will receive an L mark; those arriving after the close of registration without an acceptable reason, such as a medical appointment, will receive an unauthorised mark.

### **Parents/Carers**

- Parents/Carers are legally responsible for ensuring their child's regular and punctual attendance.
- Parents/Carers should inform the school in writing of the reason for any absence on the day of return.
- It is always desirable for parents/carers to telephone the school to explain any absence, and certainly this should take place if the child has been absent for three consecutive days.
- Parents/Carers who become aware that their child is reluctant to attend school for any reason should contact the tutor/Head of Year as soon as possible to discuss the situation.

### **Authorised/Unauthorised absence**

The school will decide whether an absence is authorised or unauthorised. Absence from school may be authorised for reasons such as:

- The pupil is too ill to attend
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances, such as bereavement

*If children are Young Carers, the situation should be discussed with pastoral staff at the school.*

Whenever possible, medical/dental appointments should be made outside of school hours.

Absence from school will not be authorised for reasons such as:

- Shopping
- Looking after brothers, sisters or unwell parents/carers
- Minding the house
- Birthdays

## Holidays in term time

The Education (Pupil Registration) (England) Regulations 2006 previously allowed headteachers to grant leave of absence for the purpose of a family holiday in term time in ‘special circumstances’ of up to ten school days per year.

Amendments to the 2006 regulations from 1<sup>st</sup> September 2013 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **headteachers may only grant leave of absence during term time for extenuating circumstances.**

## Procedures for following up absence

- Pupils who are on an Attendance ‘stage of concern’ (see below) will receive a phone call home or a text message from the Attendance Officer on the first day of absence.
- Parents/Carers will be contacted if a pupil has been absent for three consecutive days and no message has been received by the school.
- Should a pupil return to school after an absence without a written explanation from a parent/carer, and one is not forthcoming in subsequent days, the Head of Year will write to parents/carers. After this point, unexplained absences will be marked as unauthorised by the Head of Key Stage.
- Where a pupil’s attendance falls below 90% for a single term, the Head of Year will phone home to discuss this concern. The pupil will also be placed on the first day phone call list for the next term.
- A child who has 10 or more days of continuous absence from school without explanation is regarded as a Child Missing Education (CME). If the school’s attempts to contact the parent/carer within these 10 days are unsuccessful, the relevant Head of Key Stage will complete a CME referral form for the Education Entitlement and Inclusion Team at Shire Hall.

## Stages of action for tackling attendance concerns:

At the end of each short term, Heads of Year will be given a list of pupils with attendance below 90% for the term and cumulatively over the year. In most cases pupils whose attendance is causing concern will then move through the following stages:

### Stage 1

When attendance falls below 90% for the year (over two or more terms), the Attendance Officer contacts parents/carers and invites them into school for a meeting. At this meeting a Cirencester Kingshill Individual Attendance Plan is established to formalise actions for improvement. It should also be made clear that, if concerns persist, the school may decide not to authorise absence in the future (unless accompanying medical evidence such as an appointment card or prescription is provided) **even if the absence is supported by a note from parents/carers.**

At the end of the next term, the pupil’s attendance percentage for the year is again examined. If there has been an improvement, a letter of praise will be sent. However, if attendance remains below 90%, the pupil should be placed on Stage 2.

### Stage 2

Parents/Carers are contacted by the standard Stage 2 letter of concern from the Head of Key Stage. The letter will invite parents/carers into school for a further meeting and inform them that absence notes will no longer be accepted by the school unless accompanied by medical evidence. At the meeting the Cirencester Kingshill Individual Attendance Plan will be updated, and the school will also make a referral to its Attendance Support Worker within the Education Entitlement and Inclusion Team.

At the end of a four week period, the pupil's attendance percentage for the year is again examined. If there has been an improvement, a letter of praise will be sent. However, if attendance remains below 90%, the pupil may be placed on Stage 3.

### Stage 3

Where a pupil's attendance for the last 12 months is below 90% and in addition there are at least 20 continuous unauthorised sessions of absence OR at least 28 unauthorised sessions in the academic year, parents/carers will be invited to an Attendance Improvement Meeting (AIM) chaired by the Head of Key Stage. A review of the AIM will then be held after 4 school weeks. If the pupil has not achieved at least 90% attendance in that time (absent for more than 6 unauthorised sessions), the pupil will be placed on Stage 4.

### Stage 4

The school makes a request to the Local Authority to initiate legal proceedings.

### **Stages for tackling punctuality concerns:**

At the start of each week during each term, Heads of Year will be provided with separate lists for lateness before the close of registration (L) and lateness after the close of registration (U).

### **The following actions will be taken for lateness:**

1 late mark (L) in a week:

- Pupil will receive a break time detention the same day.

2 late marks (L) in a week:

- Pupil will receive a break and lunch time detention on the same day.

3 late marks (L) in a week:

- Pupil will receive a break and lunch time detention and will be spoken to by a member of SLT.

All incidents of lateness that require the use of the U code will receive a lower/upper school detention.

**Caveat:** The Attendance Officer and Heads of Year will be circumspect with regard to issuing punishments. There may be extenuating circumstances and these will always be considered.

### **Procedures for return to school after a long absence:**

- Where a child has a prolonged illness, regular contact will be maintained with parents/carers and work sent home where appropriate.
- On return, subject teachers will be informed and requested to advise pupils on what work needs to be caught up and how best to do this. In addition, colleagues will be requested not to "overload" pupils at this stage.

*If appropriate: you may want to read the following policies in conjunction with this policy. Accessibility Plan, Anti-bullying Policy, School Discipline and Behaviour Policy, Child Protection Policy, Looked After Children Policy, Equality Policy, E-safety Policy, Exclusion Policy, Offensive Weapons Policy and the Substance Misuse Policy.*

# **CIRENCESTER KINGSHILL SCHOOL**

## **ATTENDANCE POLICY**

Reviewed by D Christopher June 2021 (Date)

Adopted by Governors \_\_\_\_\_(Sign) \_\_\_\_\_ (Date)

Review date June 2022