



ATTENDANCE Policy

Next to be reviewed: September 2019

The School Day

Active Tutorial time / Assemblies

8.40am to 9.05am

Wednesday PSHCE 8.45am to 9.20am

Pupils arriving after 8.45am will be given a late mark

Period 1 9.05am to 10.05am

Period 2 10.05am to 11.05am

Morning Break 11.05am to 11.20am

Period 3 11.20am to 12.20pm

Lunch Break 12.20pm to 12.55pm

Pupils arriving after 1.00pm to Period 4 will be given a late mark

Period 4 1.00pm to 2.05pm

Period 5 2.05pm to 3.05pm

Introduction

At Kettlethorpe High School we demand the highest level of attendance from all our pupils so they may develop their full potential during their time at school. It is our aim to maintain a culture of excellence, attendance and punctuality. Missing out on education has a significant effect on students' life opportunities. Everyone associated with the school – pupils, parents, carers, all teaching and support staff and external agencies must do all in their power to ensure that excellent attendance and punctuality maintain an integral part of the school's work.

Duties and Responsibilities

Assistant Headteacher

- Oversee and monitor whole school attendance and punctuality, initiating whole school policies as required. This will be achieved by liaison with the Senior Leadership Team and other relevant members of the Pastoral, Inclusion and Learning Support Teams.
- Support the, Form Tutors and teaching staff in promoting good attendance and punctuality.
- Liaise with the Educational Welfare Officer (EWO), Attendance Officer and Year Managers as well as Key Stage Leaders to devise any necessary re-integration programmes for students who are persistent absentees (PA) or at risk of long term absence.

Year Managers

- Oversee and monitor attendance and punctuality for their year groups (including the monitoring of relevant sub-groups).
- Liaise with form tutors and highlight problems that require action.
- Meet regularly with the EWO to sustain good communication and identify and intervene with individual students who are PA or at risk of becoming PA. Refer students if they are a persistent problem or have reached triggers.
- Act on daily information from staff concerning student absences or habitual lateness.
- Inform parents and carers of any students whose attendance and/or punctuality are a cause for concern by following the school's attendance and monitoring procedure.
- Intervene early to arrange and attend meetings with parents and relevant staff where there are attendance issues (e.g. subject truancy).
- Promote good attendance through assemblies and updating of Year Group Attendance Boards.
- Offer support and work closely with the parents/carers of students who are persistent absentees or at risk of becoming so.

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- Conduct home visits when there are issues with punctuality and/or school refusal.

Form Tutor

- Encourage all students in their form to maintain excellent attendance and punctuality.
- Record attendance in planners of each pupil in the tutor group.
- Direct any correspondence from parents/carers with regard to absences to the Attendance Officer.
- Keep an overview of pupils' attendance; follow up unexplained absences and check patterns of absence and poor punctuality.
- Inform students of the need to complete a leave of absence form prior to a planned absence.

Subject Teachers

- Take an electronic register at the start of each lesson.
- Pass on any concerns about absentees from lessons to the Attendance Officer as soon as possible.
- Use e portal to record any issues with punctuality – pass on any concerns to the appropriate person/s.

School Attendance Officer

- Compile all attendance data and information for relevant staff.
- Make contact with parents/carers on the first day of absence for all students where the reason for absence is unknown.
- Contact parents/carers should any student leave the site without permission.
- Work closely with the Senior Leadership Team, Year Leaders, Form Tutors and EWO to monitor pupils who present concerns.
- Produce attendance certificates to reward 100% attendance.
- Promote good attendance through displays.

Educational Welfare Officer (EWO)

- Work closely with relevant staff to establish caseload and feedback information on work in progress.
- Liaise with Attendance Officer to ensure communication is up to date.

- Attend school attendance meetings organised by the Attendance Officer to monitor individual pupils' attendance.
- Organise all panel meetings where necessary.
- Carry out home visits.
- Issue fixed term penalty notices.

Pupil registration requirements

There are four broad classifications in attendance registers:

Present – the pupil is on the premises at the time of registration.

Approved Educational Activity – the pupil is engaged in an approved, supervised activity off site, for example field trip, educational visit, sporting activity or work experience.

Authorised Absence – an absence authorised by the school which includes illness, medical appointments, bereavement or other circumstances where the school deems attendance to be inappropriate. There is no entitlement for pupils to be guaranteed leave of absence for holidays with parents/carers during term time. A decision will be made at the Headteacher's discretion with regard to authorising absence in 'exceptional' circumstances.

Unauthorised Absence – an absence where the pupil does not have good cause to be missing from school. Unauthorised absence can be defined in the following ways:

Truancy – this is action by pupils who fail to attend school when they should, including leaving the school premises after registration. It also includes action by parents/carers who initiate unauthorised absence by pupils or who collude with it. Shopping trips, day trips or absence to look after someone else would all constitute examples of unauthorised absence.

School refusal – this is chronic non-attendance over a period of time, usually an indicator of wider family, psychological or behavioural problems.

The school will aim to highlight and resolve any difficulties regarding a student's attendance as early as possible, using our rigorous monitoring and intervention procedures and pastoral support programmes to help solve any problems. If necessary, the Educational Welfare Officer will be involved in more complex cases.

Attendance Procedures

Registration

- Registers must be taken promptly at the start of each lesson and during form time. Staff must contact the school Attendance Officer as soon as possible if there are any concerns about absentees.
- Anyone taking pupils out of school for any reason must supply the main office with a list of names and teaching staff.
- Staff must inform colleagues of any students taking part in events in school that require pupils to be off timetable.

First Day Contact

The Attendance Officer will organise first day contact when reasons for absence are unknown. This will involve telephoning/texting/emailing all parents/carers when contact hasn't been made. There will be occasions when school staff visit homes when we have concerns about persistent or sporadic absence.

Outstanding Absences

Any outstanding or unexplained absence will be followed up by the Attendance Officer or Form Tutors or Year Managers via contact with parents/carers. Until contact is made, absence will remain unauthorised.

Exit/Entry to School During The Day

Pupils who need to leave during the school day must bring a letter from home and/or an appointment card. Pupils should bring the note from home to reception when it is time for them to sign out and sign back in at reception on their return. We would encourage all appointments to be made after 3.05pm, so as not to impact on your child's learning.

Late arrivals

Pupils who arrive at school after 9am must report to the Attendance Office before going to their lesson. Any pupil arriving after 9am with no valid reason will receive an one hour detention after school.

All these procedures are very important as in the event of a fire drill it is vital there is an accurate record of who is on the school site at that time.

Attendance Concerns

- The Year Team meet weekly to discuss attendance and punctuality concerns with the attendance officer. Year Leaders will track the attendance of all pupils within their cohort to ensure consistency between year groups. The protocol is built around early intervention and constant communication with parents in order to maximise and maintain good attendance.
- **Long term absence** – students who are long term absentees for whatever reason, often find the return to school problematical. There are both academic and social difficulties which students may need time to overcome. For some students this may involve a personalised re-integration programme. The programme will be devised by the appropriate SM and may include use of the Haven Unit, a partial timetable, pastoral support from the behaviour support team, PSA or other member of staff. Parents/carers will be involved throughout the reintegration process and staff will be informed by the SM.

Rewards and Incentives

Good attendance is acknowledged in form tutor periods, assemblies, celebration evenings and at award assemblies. Attendance is monitored weekly and pupils achieving 100% attendance or above year group targets are recognised and rewarded. The school's rewards system recognises weekly and half-termly 100% attendance and encourages students to monitor their own attendance and punctuality in their pupil planner. Certificates are issued each year to pupils achieving 100% attendance.

End of year trips are held to recognise those pupils whose attendance and behaviour has been excellent.

We are also keen to acknowledge the support of parents/carers in working with us to maximise outcomes for our young people.

Attendance Guidance for Parents/Carers

Raise your child's attendance - Raise their chances!

At Kettlethorpe High School outstanding attendance and punctuality is our aim for every pupil. Full attendance maximises learning opportunities and parents/carers have a vital role in promoting good attitudes in attendance. Evidence shows that pupils who attend school regularly make better progress both academically and socially. We ask for support from parents/carers to:

- Ensure that their children are present at every opportunity
- Arrive on time
- Avoid allowing children to stay at home unnecessarily
- Avoid taking them out of school without authorisation.

We monitor attendance closely and will follow up unexplained absence with parents/carers, by telephone or by letter. The Department for Education's threshold at which a student is defined as 'persistently absent' is 85% or below. Where a pupil's attendance record reaches a concerning level, we will contact you to discuss ways in which the school can support you and your child.

The school attendance target of **97%** is the minimum that we expect for all students. Every lesson counts and it is this commitment to learning that will have a positive impact on attainment and progress. There is a clear link shown in research between attendance and attainment in GCSEs.

Reporting Absence

What to do if your child is ill:

If your child is too ill to attend school, parents/carers should contact the school as soon as possible.

Telephone on 01924 251605

Email attendance@kettlethorpe.wakefield.sch.uk

Please give your child's name, Year Group, the reason for the absence, and how long you expect the absence to last. We ask that you contact us each day that your child is absent unless you have given us an indication of how long the absence will last. On your child's return following an absence, we request that parents/carers write a brief note explaining the absence. The pupil should hand the note in to their Form Tutor.

What to do if your child has an appointment:

We ask that, where possible, you make routine medical and other appointments out of school time. If this is not possible, we require notification in advance. Please telephone, email or provide

a note from home or appointment letter/card to confirm the appointment. In most cases, your child should attend school before the appointment and return to school afterwards wherever possible. Pupils should bring a note from home to the reception when it is time for them to sign out and sign back in on their return.

Punctuality

All pupils are expected to arrive to school on time and be ready and punctual to lessons. This is a minimum expectation. Pupils should arrive for 8.30am. Pupils are expected to be in registration by 8.40am ready to start learning. A late bell will sound at 8.45am, any pupil arriving after this will receive a lunchtime detention.

Any pupil arriving after 9am must report to the Attendance office. Any pupil arriving after 9am with no valid reason will receive a 1 hour detention after school. We would be grateful for your support in ensuring that your child arrives on time.

Holidays in term time

The Government strongly urges parents/carers to avoid taking their children out of school for family holidays as this will disrupt their education. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education.

There is a common misconception that any child is allowed to take 10 days holiday per year. This is not true. Parents/carers are entitled to request leave of absence from the school. The Headteacher has the discretion to allow up to 10 days in any academic year for the purpose of a family holiday only where there are **special circumstances**. Other factors will be taken into account, such as:

- The time of year the child will be absent (no requests will be granted at the start of a new academic year, during exam time), or for any student in Y11
- The attendance record of the pupil
- The number of previous requests for family holidays

Any request should be made well in advance and in writing. We will consider all requests individually, **although family holidays will only be authorised in the most exceptional circumstances**. Where a parental request has been refused, and parents/carers continue to take their child out of school, this absence will be recorded as unauthorised. The school responds to all holiday requests with a letter to inform parents/carers of the school's decision. Please contact the Attendance Officer in the first instance with any queries should you wish to discuss the matter further.

Leave of absence for other reasons

Absence will not be authorised for reasons such as shopping for uniform, birthdays, day trips, etc. If parents/carers wish their child to be absent for other reasons, such as compassionate leave, special family events, or to participate in sporting or musical competitions etc, application should be made in writing, in advance where possible, or by telephone/email to the Attendance Officer. It may be necessary for parents to apply for a performance license in such circumstances.