

# Seven Kings School



## Attendance Policy

<b>Date agreed by the Governing Body</b>	<b>Autumn 2021</b>
<b>Date of next review</b>	<b>Autumn 2024</b>

## 1. Aims of Attendance policy

### The aims of the school's attendance policy are:

- Establish and maintain a high profile for attendance and punctuality to maximise the value obtained from the education we provide in terms of academic and social development for our students
- To maintain and, where possible, improve, the high level of attendance we have at Seven Kings School
- To satisfy the school's statutory obligations regarding the attendance of students at school
- To protect the safety of students by ensuring they are on the school premises at all times when they should be and when parents believe them to be
- Relate attendance issues directly to the school's values, ethos and curriculum
- To make attendance and punctuality a priority for all those associated with the school including students, parents/carers, teachers and governors
- To provide support, advice and guidance to students, parents/carers and staff
- To comply with legislation relating to school attendance

### Principles:

Every child has a right to access the education to which he/she is entitled. Parents/carers and teachers share the responsibility for ensuring that regular attendance and good punctuality at Seven Kings School is maximised and that unauthorised absenteeism and lateness is kept to a minimum.

Seven Kings School will work collaboratively with families and local partners to:

- Expect – Aspire to all standards of attendance of all pupils
- Monitor – Use attendance data to identify patterns of poor attendance
- Listen and Understand – When a pattern is spotted, discuss with pupils and parents
- Facilitate Support – Remove barriers in school and help pupils and parents access the support needed (this can include early help or a whole family plan where absence is a symptom of a wider issue)
- Formalise Support – Explain consequences early. Consider a parenting contract and education supervision order
- Enforce – Where all avenues have been exhausted and support is not working, enforce via statutory intervention

## 2. Guidance for parents/carers

It is the parent/carer(s) responsibility to ensure the regular attendance of their child(ren). The parent/carer may be guilty of an offence under the Education Act (1996) if they fail to ensure the above and may face prosecution.

In some instances school can apply to the Local Authority to issue a penalty notice for unauthorised absences including for leave of absence taken during term time without the permission of the Head teacher. The penalty is issued at £120.00 per parent, per child.

We expect all students to attend school regularly and to be punctual for the start of the school day and to lessons. Progress is affected by not attending school whatever the reasons, and is likely to impair the value of education for an individual student.

### 2.1 Parental responsibilities

Parents/carers have a responsibility by law (Education Act 1996 section 444{1} & {1a} (Za) for ensuring the regular and punctual attendance of their children at school. Parents/carers should work closely with school staff to overcome any problems which may impact on a child's attendance and or punctuality at school.

## **2.2 Parents/carers must ensure that their child:**

- Attends school regularly and arrives on time in accordance with the law
- Attends school prepared for work with the correct attitude, uniform and equipment
- Support their child to meet the school's expected level of attendance. The school's current attendance target is at least 96%
- Understands that their parents/carers do not approve of them missing school

## **2.3 Procedures relating to absence from school in cases of absence**

- All pupils with 90% or less attendance will be monitored and will generate contact with parents/carers
- If a child is ill, parents/carers must contact the school on the first day of the child's illness before the start of the school day. Failure to do this will result in 'First day calling'
- 'First day calling' is an automated communication tool (MyEd) which highlights all AM registration absences. Alert messages are automatically sent by text to parents/carers before 9.30am. Parents and carers are expected to keep the school informed of all non-attendance at school and the minimum expectation is that parents/carers reply to the text message giving a clear reason for non-attendance.
- The Attendance Officer then makes contact with any parents who have not responded to the absence text message. If there is no reply from the parents all other contacts are telephoned which we aim to do by 10am.
- Written notification of the absence period and the reason for this from the parent/carer is required on the first day of the student's return regardless of any previous phone contact. The note should be handed to his/her tutor/teacher. The tutors/teachers should date the note and amend the register as necessary
- Medical appointments should, where possible, be arranged outside school time. If this is not possible then appointments need to be made either at the start or end of the school day to minimise disruption
- Parents/carers must provide a medical certificate to verify any absences of five days or more where patterns of absence have emerged
- Holidays must NOT be arranged in term time as this disrupts learning and teaching
- Where patterns of absences emerge, a meeting with the parent/carer will be arranged to discuss support strategies and concerns

## **3. School responsibilities**

The school will regularly monitor and analyse data and will seek to build strong relationships with families and remove barriers

The school will encourage and value regular attendance and good punctuality. The school will recognise the external factors which can impact on a student's attendance/punctuality. The school will work in partnership with parents/carers, the Education Welfare Officer and any other relevant agencies and services to resolve any issues that may be affecting a student's attendance/punctuality at school.

The senior leader who has overall responsibility for attendance is Mr Dean Taylor

Day to day absences must be reported via MyEd app or on the school office number 0208 554 8935

## **4. Categorising Absence**

**There are two categories of absence - authorised and unauthorised.**

**Authorised** absence is an absence for which a valid reason has been given by parents/carers and this has been accepted by the school. Absence for any reason may only be authorised by the school. A note stating the reasons for an absence should be given to the form tutor/teacher on the day of return to the school. The tutor/teacher may have to verify the reasons given for absence. The main acceptable reasons for authorised absence are bereavement, medical/dental appointment, sickness – where medical evidence is provided, interview for apprenticeship, work related learning or attendance at a supervised alternative provision and religious events.

**Unauthorised** absence is an absence where an explanation has not been received or an explanation deemed unsatisfactory has been given to the school. This includes absence where a parent/carer has colluded in the disguising of an unacceptable absence. (Absences will not be authorised for such reasons as shopping, day trips, birthdays, etc.). Unauthorised absence is deemed to be truancy.

The school is required to produce and publish unauthorised absence figures for its students.

Please note absences of five consecutive days or more must be supported by medical evidence or where patterns of absence occur.

### **Building a culture of good attendance**

This is central to the school ethos and values. School will build this into strategies on attainment, behavior, bullying, safeguarding, SEN Support along with supporting pupils with medical conditions.

#### **4.1 Term time holidays**

The school does not authorise absences for holidays, family events or any other circumstances during term time.

Parents/carers must submit a request in writing to the Executive Headteacher if they wish to withdraw their child from school during term time, with full details of the reason for this. The Executive Headteacher will determine whether there are the most exceptional of circumstances to consider.

If a student is withdrawn from school during term time without permission of the Executive Headteacher or exceeds any agreed permitted absence period, this will be recorded as unauthorised and parents/carers may be issued with a penalty notice and/or the student may be removed from the school roll. If this occurs the parent/carer will need to reapply to the Local Authority's Education Admissions Office for another school place; there is no guarantee that the child will be placed back at Seven Kings School. In this scenario that matter will be referred to the Education Welfare Officer.

#### **5. Registration**

Primary school registration will be carried out between 8.40am and 8.50 for the AM session and for the PM session at the following times depending on Year Group:

Year Group	PM Reg
Reception	1.50
Year 1	12.30

Year 2	12.30
Year 3	12.50
Year 4	1.00
Year 5	1.30
Year 6	1.40

Secondary school, registration will be carried out at 8.45am for the AM session and 1.40pm for the PM session by form tutors.

Registers will be marked promptly at these times. Should a student arrive after the start of the registration, he/she will be marked as late.

### 5.1 Lateness

Students who arrive at school after morning or afternoon registration should sign in at reception, entering their time of arrival and the reason for their lateness.

Registers are closed 30 minutes after opening. Students arriving from 8.51am to 9.01 (Primary) and 08:46am to 8.56am (Secondary) will be coded as L (late). Students arriving after 9.21am (Primary) and 9:16am (Secondary) will be coded as 'U' (unauthorised absence).

Parents/carers may be issued with a penalty notice in line with the Redbridge Children's Services Attendance Strategy if their child is persistently late to school.

## 6. Office responsibilities

The school office will:

- Update registers as students arrive late or sign out early and where students are involved in other activities
- Authorise absences when parents/carers offer acceptable explanation (as agreed by the Executive Headteacher)
- Telephone parent/carers of students who are absent without providing an explanation. All emergency contact numbers will be called if there is no answer from the parent/carer.
- Generate reports and attendance certificates and process attendance and punctuality letters as required

### 6.1 Attendance Data

A range of attendance data will be collected each week and each half term in order to identify students whose attendance is a cause for concern. The Phase/Year Leaders will be responsible for analysing this data.

## 7. SIMS Electronic Registration System

The school operates an electronic registration using SIMS. Training will be provided for all new members of staff when they join the school.

## 7.1 Children Missing Education

Where a pupil is absent and there has been no contact with the school the Education Welfare Officer will be notified and a home visit may be undertaken.

If a parent/carer cannot be contacted they will be reported as missing to the home Local Authority where they live.

All absences of 10 days or more without contact will deem the pupil missing and an alert will go to the CME (Children Missing Education) team at the Local Authority.

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Effective information sharing between parents, schools, colleges and local authorities is critical to ensuring that all children are safe and receiving suitable education.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. School and college staff should follow the school's or college's procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools and colleges should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage. Further information about children at risk of missing education can be found in the [Children Missing Education](#) guidance.

### Schools

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 must be placed on both registers. Schools must place pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupils will attend the school. If a pupil fails to attend on the agreed or notified date, the school should consider notifying the local authority at the earliest opportunity to prevent the child from going missing from education.

It is important that the admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur. This can assist the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- the full name of the parent/carer with whom the pupil will live; this will need to be verified with the local authority
- the new address; and
- the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- the name of the new school; and
- the date on which the pupils first attended or is due to start attending that school.

Schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are registered at the start of the school's youngest year, unless the local authority requests for such information to be provided.

Schools must also notify the local authority when a pupil's name is to be deleted from the admission register **under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register.** This duty does not apply where the pupil has completed the school's final year, unless the local authority requests for such information to be provided.

A pupil's name can only be deleted from the admission register under regulation 8(1), sub-paragraph (f)(iii) or (h)(iii) if the school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries. Advice on carrying out reasonable enquiries can be found in the [Children missing education](#) guidance.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

Schools and local authorities should work together to agree on methods of making returns. When making returns, the school should highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. Schools should also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

**It is essential that schools comply with these duties, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised.**

The department provides a secure internet system – school2school – to allow schools to transfer pupil information to another school when the child moves. All local authority maintained schools are required, when a pupil ceases to be registered at their school and becomes a registered pupil at another school in England or Wales, to send a Common Transfer File (CTF) to the new school. Academies (including free schools) are also strongly encouraged to send CTFs when a pupil leaves to attend another school. Independent schools can be given access to school2school by the department.

The school2school website also contains a searchable area, commonly referred to as the 'Lost Pupil Database', where schools can upload CTFs of pupils who have left but their destination or next school is unknown or the

child has moved abroad or transferred to a non-maintained school. If a pupil arrives in a school and the previous school is unknown, schools should contact their local authority who will be able to search the database.

This guidance forms part of the Safeguarding policy.

## **7.2 Sixth Form Attendance**

Students of post statutory school age may have their school place withdrawn if they do not comply with their contract with the school on attendance and punctuality expectations.

In the first instance a meeting with parent/carer will be held to discuss support strategies. Should all attempts fail a pupil's place may be withdrawn for breach of the school/pupil contract.

## **7.3 Persistent Absence**

Pupils with severe absence will be provided with various support which can include a whole family plan.

Other considerations will be made dependant upon the circumstances. If all avenues of support have been exhausted, a full social care assessment may be necessary.

The government monitors pupil absence using two key measures – overall absence and persistent absence rates. Key measures are calculated for students who are of compulsory school age. Pupils with 90% or less will be deemed a cause for concern as the DFE define a pupil with 90% or less as a persistent absentee