

	POLICY TITLE:	Positive Attendance for Learning
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Assistant Headteacher: Head of Lower School & Assistant Headteacher: Head of Upper School Well-Being & Diversity sub-committee
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1. Context and Rationale

Kingsmead School is a rural mixed ability Academy with a fully comprehensive intake situated near the Devon/Somerset border, close to the Brendon Hills and Exmoor. The School lies in the small town of Wiveliscombe. As a result, the school has one of the largest catchment areas in Somerset/England and 81% of the students are therefore bussed to site. It caters for the age range 11-16 and has 937 daytime students.

We aim to support all our students with a positive attendance for learning rationale, that provides a diverse and inclusive curriculum, taking into consideration our context and locality to enable opportunities for engagement for all, be that an academic or vocational pathway. We aim to positively and pro-actively support attendance with a relational model, in keeping with our intention to develop our behaviour/ relationships policy, with a graduated response from tutor to Head Teacher, ensuring student, parent/carer and school are involved and excellent attendance is scaffolded by 'Achieving through Caring.'

2. Aims

Our core values explicitly support the continued promotion and improvement of excellent attendance at school.

The whole school community actively recognises the importance of attendance at school in safeguarding all our students, as well as supporting them to achieve their very best. We all share a commitment to do anything we can to support the **aspiration** of our students and supporting and promoting excellent attendance is a vital part of this.

Excellent attendance also reflects a **determination** to achieve and play a full part in the life of the school and the wider community. Students who have excellent attendance are able to reflect the core values of **care and respect** in their efforts to attend school at all times.

There is very good evidence linking excellent attendance and excellent educational progress and attainment in school. The governors and staff at Kingsmead School understand this link, but also strongly believe that excellent attendance fosters emotional resilience, self-confidence and a sense of community responsibility. Excellent attendance is also a practical life skill, and Kingsmead staff believe that simple skills like punctuality should be fostered at all times. Excellent attendance is a great 'habit' to learn. Staff, governors and parents will support students in learning this 'habit' to enable them to become successful young adults.

The whole school community will work together to ensure that excellent attendance is a key aim, and that excellent attendance is celebrated appropriately. We will regularly monitor the attendance of all students and when attendance is less than excellent, we will work together with students, parents, carers and any outside agencies to ensure supportive systems are put in place to enable attendance to improve.

We appreciate that there are sometimes, very understandable reasons why a student may not be able to attend school and we will always be sensitive in managing these circumstances.

In exceptional circumstances when attendance is poor, and shows no sign of improvement, in collaboration with the Local Authority Support Services for Education (SSE), it may be necessary to issue Warning Penalty Notices, Fixed Term Penalty Notices, or even consider a request to prosecute through section 444(1) of the 1996 Education Act and The Education (Penalty notices) (England) (Amendment) Regulations 2013

We are committed to the promotion of excellent attendance and the tackling of poor attendance by using the statutory powers of the Local Authority, including the issuing of these Penalty Notices and Prosecutions. However, this would only be a last resort and the school is fully committed to working with families and carers in a cooperative, non-adversarial way in order to improve the attendance of students. Our graduated response to attendance concerns starts with the support and communication between parent/carers and tutors, who play a pivotal role in addressing any concerns and discussing resolutions at an early stage to prevent concerns escalating.

We recognise that attendance is a matter for the whole school community. Our attendance policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusion.

This policy operates within the framework of the Human Rights Act 1998, the Equalities Act 2010 and the Race Relations Act 2000/Amendments 2003.

Whilst we are not legally obliged to set a target for annual attendance, we have agreed a target of 95% for 2022-23 *with the Local Authority Support Services for Education (SSE)* and will work actively with the allocated SSE Educational Safeguarding Officer (Attendance) to meet or exceed this target.

3. Legal Framework

The Education Acts of 1996, 2002 and the Education and Inspections Act 2006 state that parents/carers must ensure that students 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.

A student is of compulsory school age at the beginning of the term following their 5th birthday. A student 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. Students will by law have to stay in some kind of education or training until the age of 18.

Under the Education and Inspections Act 2006, the Local Authority and the governors have a statutory responsibility to ensure that parents/carers secure education for students of compulsory school age and where necessary, use legal enforcement. Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

The Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

All relevant legislation that relates to Attendance can be found in:

The Education (Pupil Registration) (England) Regulations 2006
The Education (Pupil Registration) (England) (Amendment) Regulations 2010
The Education (Pupil Registration) (England) (Amendment) Regulations 2011
The Education (Pupil Registration) (England) (Amendment) Regulations 2013
The Education (Pupil Registration) (England) (Amendment) Regulations 2016

4. Categorising and recording absence

Where students of compulsory school age are on roll but not present in school, their absence must be recorded as Unauthorised absence, Authorised Absence or Approved Educational Activity.

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

Parents/carers should advise the school by telephone or an email to absence@kingsmead-school.com by 8.00am on every day the student is absent and provide the school with an expected date of return. *This should be followed up with a **written note/ email** on the student's return.* Alternative arrangements will be agreed with non-English speaking parents/carers. Parents / carers will be notified by text of any students absent for whom no message has been received or reason known daily and *followed up if no reply is received.*

Absence will be categorised on SIMS as follows:-

/ Present (AM)
\ Present (PM)
B Educated off site (not Dual reg.)
C Other authorised circumstances
D Dual registration
E Excluded
G Family holiday (not agreed)
H Family holiday (agreed)
I Illness

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J Interview
L Late (before registers closed)
M Medical/Dental appointments
N No reason yet provided for absence
O Unauthorised Abs
P Approved sporting activity
Q Truancy on-site
R Religious observance
S Study leave
T Traveller absence
U Late (after registers closed)
V Educational visit or trip
W Work Experience
Planned whole or partial school closure
Y Unable to attend due to exceptional circumstances / pandemic isolating / pandemic phased return
X Non-compulsory school age absence / pandemic (lockdown)
Z Pupil not on roll
- All should attend / No mark recorded

Illness

In most cases a telephone call or an email to absence@kingsmead-school.com by 8.00am on every day the student is absent informing the school that their student is ill will be acceptable. Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card or prescription etc.

Medical/dental Appointments: Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for part of the day. A note will be needed for school records.

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Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent/carer in prison or part time timetable agreed as part of a reintegration package or special need.

Pandemic

Pandemic government guidance will be followed. Codes will be used as government prescribes, Y for lockdown and X for self-isolating. Registration forms will be sent to all students to act as a guide to monitoring attendance trends. The information received will be analysed at regular intervals, however it DOES NOT replace any communication required with subject teachers or tutors - who should remain the first point of call for any queries or concerns.

Fixed term exclusions from school are counted as authorised absence. The relevant Head of Year will make arrangements for work to be sent home.

5. Leave of Absence

Term time holidays and extended leave are not allowed and will not be authorised as stated in the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

Parents/carers are advised to avoid taking students out of school during term time.

Kingsmead School will not authorise leave of absence for any student except in exceptional circumstances.

Parents/ carers wishing to request a leave of absence must complete a Leave of Absence Request Form (Available of the school Website) at least 6 weeks before that requested absence. Each request will be considered individually but will only be granted if there is an exceptional circumstance (As determined by the Headteacher). Examples of exceptional circumstances might be:

- An absence that can only take place at an 'enforced' time (E.g Emergency service/ military personnel – evidence of employment status should be included)
- An absence that can only take place at a specific time because of enforced shift patterns. (Evidence from employer should be included)
- An exceptional family event that may be taking place.

When an exceptional circumstance like a family bereavement occurs, it is fully understood that notice for absence will not be able to be given in advance.

When deciding on whether to authorise a request for leave of absence the Headteacher will consider:

- Length and purpose of the proposed absence
- The student's general absence/attendance record
- Student's educational and social needs i.e. proximity to exams
- General welfare of the student
- Circumstances of the request
- Previous term time absences taken

All requests for leave of absence will be responded to in writing. All requests should make clear:-

- The expected date of return
- That parents/carers must contact school should any delays occur

Leave of Absence for Child Performers

The amendments made to regulation 7 of the Education (Pupil Registration) (England) Regulations 2006 and 2013 do not affect the section that allows the parent of a child performer to seek leave of absence from school for their child to take part in a performance. Section 2 of regulation 7 still enables a Headteacher to grant leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young persons Act 1963.

Legislation sets out that a local authority license must be obtained before a child can take part in a performance. Where the license specifies the dates that a child is to be away from school to perform, then the Headteacher should authorise those days. However, where the terms of the license do not specify dates, it is at the discretion of the Headteacher to authorise leave of absence.

6. Penalty Notices

If leave of absence is unauthorised the school **may** consider issuing a Fixed Term Penalty Notice. A warning will be sent initially with an attendance contract agreed at an attendance SSP review, to support an improvement. If this is not adhered to the WPN could be issued. This will currently only be considered in conjunction with the Educational Safeguarding Officer if a minimum of 10 sessions or 5 school days of unauthorised absence are taken during a term.

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA officers, Headteachers and the Police to issue Penalty Notices in cases of unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 and the Education (Penalty Notices) (England) (Amendment) 2013 clearly state that a Penalty Notice can also be issued for:

- Overt truancy
- Parentally condoned absences
- Holidays taken in term time
- Persistent late arrival at school (After the register has closed at 8.59 a.m.)

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If issued, parents/ carers will have 21 days to pay this £60 fine, after which it goes up to £120 per parent per child.

Failure to pay a fixed term penalty notice within 28 days may result in a criminal conviction and a fine in the Magistrates Court of up to £1000.

Whilst the issuing of Fixed Term Penalty Notices will not be automatically actioned, the school governors will annually review this possibility if they believe it would support improved attendance.

7. Religious Observance

Kingsmead School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to allow their students not to attend school on any day of religious observance if recognised by the parent's religious body.

Parents/carers are requested to give advance notice to the school if they intend their student to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

8. Gypsy, Roma and Traveller (GRT) Absence

The aim for the attendance of GRT students, in common with all other students, is to attend school as regularly and as frequently as possible.

To protect GRT parents/carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent/carer is safe from prosecution if their student accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the student is attending school as regularly as that trade permits.

It does not mean that part-time education for GRT students is legally acceptable, nor does it relieve parents/carers of their duties to ensure that their students are receiving suitable education when not at school.

9. Late Arrival

Registration begins at 8.50 am. The register (Taken on SIMS Lesson Monitor) will close at 8.59 am and students arriving after the close of register but before 9.15am will be recorded as late. The only exception is when school transport has arrived late, and school has been notified. Students arriving after 9.15am will be coded according to the reason for their absence. All students arriving in school after the register has closed must sign in at reception.

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WPN can be issued for persistent lateness to registration, once support plans have seen no improvement. There are set codes that can only be used for am and pm registration as outlined in Section 3 – Legal Framework.

Punctuality and truancy

Lateness to lessons is recorded with an 'L'. Students who arrive more than 5 minutes late to a lesson, will have the lateness addressed by the classroom teacher.

Students who have persistent concerns regarding punctuality will be placed on a positive attendance report with a graduated response from Tutor to Head of School. Parents/carers will be consulted, and the monitoring systems of support and graduated response followed.

Truancy is the deliberate act of staying away from the school without an approved reason or absence from the classroom without permission on-site – all truancy is unauthorised.

Truancy from registrations is recorded with an 'O'. Truancy from lessons is recorded with a 'Q' and linked to the unauthorised absence code 'O'. Students who truant from a single lesson will have the truancy addressed by the Head of that Department with communication with parents/carers.

Students who raise concerns over persistent truancy will be placed on a positive attendance report with a graduated response from Tutor to Head of School. Parents/carers will be consulted, and the monitoring systems of support and graduated response followed.

There is an 'out of lessons' sticker system in place to allow students to leave the classroom with permissions from the member of staff.

10. Deletions from the Register

In accordance with the Education (Student Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- The student has ceased to be of compulsory school age
- A permanent exclusion has been issued and procedures have been completed
- The death of a student
- Transfer between schools – Attendance officer to inform LA within 5 days of a new arrival.
- A student has been withdrawn to be educated outside the school system – consider EHE section 12.
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the student – consider CME section 11.
- A medical condition prevents a student returning to the school before the end of compulsory school-age
- The student has left the school but it is not known where he/she has gone after both the school and the local authority have tried to locate the student– consider CME section

11. Children Missing from Education (CME)

If the school believes that a student is missing from education and cannot verify their whereabouts, we will follow procedures as outlined in Somerset County Council's 'Process for identifying, monitoring and tracking children not receiving a suitable education' 2013 – as well as following normal safeguarding procedures.

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12. Elective Home Education (EHE)

With an increase in the number of students requesting to be electively home educated the LA released updated guidance in January 2021.

If a parent indicates a wish to EHE then the school should contact the parent to offer a meeting before the parent makes a final decision, in order to ensure the parent fully considers what is in the best interests of each individual child. This is particularly important where vulnerable children, children with a social worker, and those at greatest risk of harm are involved.

The school will engage with LAs where a parent is considering withdrawing their child from school for EHE before the child's name is removed from the roll. This will enable the LA to coordinate a meeting ahead of the child being withdrawn from school and the parent confirming in writing that they are being electively home educated instead. During these meetings, LAs, school and other relevant professionals such as social workers where appropriate, should work to help parents and carers understand exactly what EHE means, ensure it is a positive choice taken without pressure from their school and signpost the guidance on gov.uk (a short 'what you need to know' document for parents and carers is also available here).

LAs, schools, and other professionals have a responsibility to help parents fully understand the implications of withdrawing their child for EHE and their ongoing obligations, making clear that:

- Parents assume full financial responsibility
- Their child may not be able to return to the same school if they change their mind
- Support from schools will not continue, including any special educational needs support, and
- In cases where LAs are not satisfied a child is receiving a suitable education, the parent may be issued with a School Attendance Order and / or the court may make an Education Supervision Order.

13. Roles and Responsibilities

We believe that excellent school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, students and the wider school community. Therefore:

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents/carers
- Annually review the school's attendance policy and ensure the required resources are available to fully implement the policy
- Identify a committee of the governing body to lead on attendance matters (PDBW)
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with

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- Agree school attendance targets annually
- Monitor the school's attendance and related issues through regular reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department of Education as required and on time
- Ensure that there is a named senior leader to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Senior Leadership Team will:

- Actively promote the importance and value of good attendance to students and their parents/carers
- Agree school attendance targets annually
- Create a welcoming environment and form positive relationships with students and parents/carers when discussing attendance issues
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve
- Monitor the implementation of the attendance policy and ensure that the policy is reviewed annually. Ensure that all staff are aware of the attendance policy and adequately trained to address attendance issues. Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named member of SLT to lead on attendance and allocate sufficient time for training
- Return relevant school attendance data to the Local Authority and the Department of Education
- Report the school's attendance and related issues through regular reporting to the Governing Body
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions and ensure that sufficient time, resources and training are provided to achieve this
- Develop a multi-agency response to improve attendance and support students and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Tutors will:

- Actively promote the importance and value of good attendance to students and their parents/carers
- Create a welcoming environment and form positive relationships with students and parents/carers when discussing attendance issues
- Understand and be aware of the importance and responsibilities of their role as the first contact to promote and encourage positive attendance for learning.
- Ensure any communications regarding absence are passed directly to the Attendance officer
- Follow up reasons for any 'N/U' codes identified and flagged up by the attendance officer.
- Use sims to be able to monitor tutor groups attendance patterns effectively.
- Have initial conversations with tutees whose attendance drops below 95% on the attendance tracker as identified by the HoY, to initiate a dialogue and relationship with the student and parent/carers to support improvement. Discussion and actions will be recorded.
- Complete a morning and afternoon register for the class using SIMS Lesson Monitor (plus any staff covering a registration session)

Heads of Year will:

- Actively promote the importance and value of good attendance to students and their parents/carers
- Create a welcoming environment and form positive relationships with students and parents/carers when discussing attendance issues
- Fortnightly attendance liaison meetings to discuss and RAG key attendance trends within the year group, using the year group attendance tracker populated by the attendance officer
- Analyse attendance data to identify causes and patterns of absence and monitor impact of interventions
- Identify attendance to praise and highlight to relevant staff member; tutor, HoY, HoS, Attendance Officer to initiate support systems.
- Identify key categories of concern and highlight to relevant staff member; tutor, HoY, HoS, Attendance Officer to initiate support systems.
- Ensure attendance expectations and processes are discussed with tutors and form part of the induction new tutors
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support students and their families e.g. Education Safeguarding Officer, Parent Family Support Advisors, Adolescent Support Workers and The Police

Classroom staff will:

- Reinforce the importance and value of good attendance to students and their parents/carers
- Create a welcoming environment and form positive relationships with students and parents/carers when discussing attendance issues

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- Check the attendance of students in their lessons using SIMS Lesson Monitor and inform the school office, The Attendance Officer and / or Student Support of the names of students who are absent without notification, according to the students out of lessons protocol.

The Attendance Officer will:

- Implement systems to report, record and monitor the attendance of all students, including those who are educated off-site
- Notify the LA within 5 days of the arrival of a new student
- Notify the LA if a student is absent for more than 10 consecutive days or more
- Record late arrivals as per section on 'Late arrivals'
- Check the attendance of the 'vulnerable student list' by category as a priority and follow up any absences as a priority
- Notify by text parents/carers of any students absent for whom no message has been received or reason known daily and follow up if they receive no reply
- Ensure students attendance on WEX placement and alt provision is checked on days off-site and noted on register
- Liaise with the Heads of Year every two weeks regarding any absence concerns, populating the year group attendance tracker with most recent data as well as action taken.
- Send out letters to parents/carers by post/email whose students absence is a cause for concern or for whom their absence has not been authorised as a result of a call or message. Make students on the 'vulnerable student list' by category a priority. Send letters as per the graduated response (*Appendix 1.*) This will usually be up to one week after the absence and is a 'stage one' letter followed up by a stage two letter if no reason for absence is forthcoming.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated including all text and phone calls home

The Educational Safeguarding Officer will:

- Be available to raise concerns and give advice at half termly TAS meetings
- Be invited to attend meetings at 'red' stage with a 'step-in' request and referral to Education Safeguarding
- Work collaboratively with The Attendance Officer, Heads of Year, PFSAs and the nominated SLT Attendance Lead to devise strategies to combat poor attendance.
- Carry out legal responsibilities on behalf of the local authority

All staff will:

- Actively promote the importance and value of good attendance to students and their parents/carers
- Create a welcoming environment and form positive relationships with students and parents/carers
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation

Parents/Carers will:

- Take a positive interest in their child's attendance and therefore welfare and educational progress
- Positively encourage full attendance at school
- Contact the school daily if their child is absent to let them know the reason why and the expected date of return by telephone call *or an email to absence@kingsmead-school.com by 8.00am on every day the child is absent*
- *Notify the school immediately of any changes to contact details*
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours and provide medical evidence for absence as requested.
- Ask the school, or the PFSA, for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their student's attendance or learning
- Support the school; take every opportunity to get involved in their student's education, form a positive relationship with school and acknowledge the importance of students receiving the same messages from both school and home

Students will:

- Attend the school every school day
- Attend the school punctually
- Attend the school appropriately prepared for the day
- Promptly discuss with their tutor or class teacher any issues that may affect their attendance.

14. Using Attendance Data

Students' attendance will be monitored and may be shared with the Education Safeguarding Officer and other agencies if a student's attendance is a cause for concern.

Attendance data will also be used as part of regular reporting to governors at sub-committee level and at Full Governors' meetings.

Data trends will be analysed by HoS in collaboration with the Attendance Officer and HoYs in ½ termly meetings. Key categories will be systematically reviewed and where issues are raised support strategies put into place, following a plan, do and review cycle.

All information shared will be done so in accordance with the Data Protection Act 1998.

15. Monitoring/ Tracking Attendance Concerns

We are committed to monitoring attendance in a transparent and graduated way. This means that at any stage of the graduated response, a concern about a student's attendance could mean the concern moves them 'up' a stage – or improvement in attendance moves them 'down' a stage or hopefully 'off' the list of students discussed at *attendance liaison meetings*.

We would always want to ensure that any concerns about poor attendance are picked up early and discussed with parents and carers openly and supportively. In keeping with our relational approach, any necessary plans to manage, support or tackle poor attendance must be done with the full knowledge of parents and carers and students.

In order to do this as effectively as possible, we will ensure that:

Monitoring

The Kingsmead Attendance Officer regularly collates data regarding all student's attendance. Data can then be filtered to those in 4 specific categories:

100%-98%

97%-95%

94-90%

89% below persistently – Persistent absentee

Attendance liaison meetings

This data is used to populate an 'attendance tracker' that is sent to the Head of Year, who will then use it to discuss individual student attendance concerns at a bi-weekly attendance liaison meeting with the Attendance Officer.

These bi-weekly attendance liaison meetings are used to look for any 'patterns' of attendance that may cause concern. The Head of Year and Attendance Officer will work together to agree an appropriate supportive response. These might range from agreeing to monitor further without action, referring concerns to the tutor to monitor and contact parents /carers . The HoYs will follow the attendance graduated response to ensure support is offered at every possible stage.

The most likely response at this early stage would be for a parent/ carer to be contacted - and supportive discussions/ advice to take place.

Green

Recognition and reward from tutor and / or HOY for excellent attendance

Green

Initial concerns regarding a drop in attendance will be monitored and supported by the tutor as per the graduated response.

Amber

HoY will, with Attendance Officer, liaise with tutor, student and parent /carer to monitor, manage and support as per the graduated response.

Red

HoS will, with Attendance Officer, liaise with HOY, student, parent/carers to monitor, manage and support as per the graduated response.

Communications will be triggered as per the graduated response

Parental Contract Meetings

If concerns continue and attendance does not improve, the Attendance Officer and the Head of Year will contact parents/ carers to invite them to a parental contract meeting. Parental contract meetings provide an opportunity for all parties to discuss the specific nature of the attendance concern face to face and put in any appropriate support/ plans if necessary. They also provide a mechanism to agree a short-term contract between the parents/ carers, the student and the school to support the action plan. Typically, this plan will involve setting specific targets for attendance over period of time with a structure to support success.

Parental contract meetings are intended to be positive and encouraging, as well as being an opportunity to outline the importance of improving attendance, when appropriate the ESS will be invited to attend.

Penalty Warning Notices and Further Action

In the unlikely event of attendance failing to improve after the period of the Parental Contract Meeting and period of the plan (or if attendance regularly falls below 85% - or 'persistently absent'), the school may need to refer the case to the Education Safeguarding Officer who may issue a Penalty Warning Notice. This notice outlines an expectation for the student to attend school every day over a fixed period – usually for 15 days.

The school will continue to work tirelessly to ensure attendance improves at this stage by involving any appropriate agency to support the student of the family (PFSA, CAMHS, etc).

However, if attendance fails to improve after this warning notice, the school, in liaison with the Education Safeguarding Officer, may issue a Fixed Penalty Notice, a pre-court warning letter or after that, consider prosecution – depending on the nature of the concern.

Legal Sanctions

In the unlikely event that a parent/carer continues to allow a student or young person to be withdrawn from school, prosecution may be the eventual outcome.

Prosecution

Where a package of support fails to bring about an improvement in attendance and if parents/carers are not taking appropriate or sufficient steps themselves to try and secure attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken.

The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents/carers realise their own responsibilities in ensuring attendance at school and most importantly about returning students to education.

Section 444 of the Education Act 1996 states that if a parent/carer fails to ensure the regular school attendance of their student if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.

Support Systems

Kingsmead School recognises that poor attendance is often an indication of difficulties. Once aware, school staff will provide support as practicably appropriate. Parents/carers should make school aware of any further circumstances which may impact the student or young person e.g. bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Practicalities

The administrative routines outlined in Appendix 1 indicate a graduated response to encouraging excellent attendance and tackling poor attendance.

16. Celebrating Good Attendance

Kingsmead School will always endeavour to celebrate good or better attendance. Currently, we award attendance certificates on a termly basis. For those students with 100% attendance over a term, a gold certificate is awarded. For those students between 95% and 99% a silver certificate is awarded – and for those students who have made at least a 5% improvement in attendance over the term, a bronze certificate is awarded. These awards are given out in year/ upper & lower school assemblies.

Attendance awards are also made annually at celebration assemblies and celebration evening.

HoS will work in collaboration with HoY to create a system to promote and celebrate good attendance appropriate to their year group, such as assemblies, notice board promotions and newsletter articles.

Attendance will be part of the reward rota for the year group and recognised and celebrated on a regular basis.

17 Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Positive Behaviour for Learning policy
- Positive teaching for Learning policy.

Children Missing from Education Process Map for Schools

