



Attendance
Policy

Written by: Mr B Abrahams
Approved by Governors: May 2023
Review date: Sept 2023



Contents

Section	Page
1.0 Policy Statement	3
2.0 Scope and Purpose	3
3.0 Roles and Responsibilities	3
4.0 Targets, Attendance and Punctuality	4
5.0 Impact of Poor Attendance on Academic Progress	4
6.0 Key Procedural Information	4
7.0 Medical and Dental appointments	5
8.0 Leave of Absence During Term Time	5
9.0 Student Lateness	5
10.0 Persistent and Severe Absence	5
11.0 Religious Leave of Absence	5
12.0 Registers	5
13.0 Strategies for Promoting High Attendance	5
14.0 Attendance Monitoring	6
15.0 Legal Sanctions	7
Appendix 1 - Attendance codes	8



1.0 Policy Statement

King Solomon High School is committed to ensuring that students and families understand the absolute importance of full attendance at school. Absence has a detrimental effect on a student's academic progress; indeed, it is the greatest determinant of under-achievement at all phases. Poor attendance or sporadic absences may also be an indicator of underlying issues that need resolving either inside or outside of the school. Absence may also mean that a young person is more vulnerable to safeguarding risks, such as sexual and criminal exploitation, including county lines activity. As such, we invest time and money in working with families to make student attendance a top priority. As a school, we take our duty to safeguard children and our mission to challenge educational and social disadvantage seriously. Securing great attendance for all students is at the heart of our work. We work tirelessly to create a culture where our students want to attend, and we see great attendance as a benchmark of our positive culture. Throughout this document we have used the term 'families' to refer to our students' parents, carers or others that hold parental responsibility.

This policy is underpinned by the following legislation and guidance:

- [The Education Act \(1996\) and 2002](#)
- [Keeping Children Safe in Education \(2022\)](#)
- [Working Together to Safeguard Children \(2018\)](#)
- [Attendance guidance DfE \(2022\)](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 and \(latest amendment 2016\)](#)

2.0 Scope and Purpose

- To form an active partnership with families to support the learning of their children.
- To ensure regular contact with students in order to safeguard their well-being.
- To provide every opportunity for our students to secure outstanding outcomes and reach their full potential.

3.0 Roles and Responsibilities

As a school, we will:

- Accept that outstanding attendance is everyone's responsibility.
- Notify and update parents/carers of their child's attendance every 2 weeks.
- Formally recognise excellent attendance and punctuality (97%+).
- Challenge attendance that is less than good and set targets for students to improve.
- Intervene when poor attendance / punctuality becomes a problem and before it becomes a habit.
- Follow up on any non-attendance with no contact on the first day of absence with a phone call.
- Deal sympathetically with any problem a student may have which is causing attendance / punctuality to decline and always stay in regular contact with parents / carers.
- Act swiftly to reduce absence, in particular persistent absence, with a specific focus on immediate support for vulnerable learners.
- Not grant extended leave during term time and will automatically refer to the Local Authority to a penalty notice.
- Involve other external agencies if we believe there could be wider safeguarding issues surrounding the child.



Families will:

- Encourage their child to attend school daily, be punctual and inform the school immediately if their child is absent.
- Inform the school of any hospital appointment in advance that is unavoidably scheduled during school time.
- Inform the school of any problems which might affect their child's attendance.
- Cooperate with the school if their child's attendance / punctuality is unsatisfactory.
- Make requests for special leave of absence for their child during term time by formally emailing info@kshsonline.uk clearly explaining the reasons behind the special leave request. Note – only the most exceptional of circumstances will be considered and if leave is taken without permission, you will be subject to a penalty notice and risk your child's school place being withdrawn.

Students will:

- Always attend school unless prevented by a specific illness or an unavoidable circumstance.
- Always arrive to school and their lessons on time.

4.0 Targets, Attendance and Punctuality

The target for all students is to achieve 100% attendance and 100% punctuality. The minimum expectation for all students is attendance over the academic year of 96%.

What do attendance percentages mean in *real terms*?

Attendance %	School Days Missed	AM/PM Sessions Missed	School Weeks Missed	Lessons Missed
95%	9 days	18 sessions	2 weeks	54 lessons
90%	19 days	38 sessions	4 weeks	114 lessons
85%	29 days	58 sessions	6 weeks	174 lessons
80%	38 days	72 sessions	8 weeks	228 lessons
75%	48 days	96 sessions	10 weeks	288 lessons
70%	57 days	114 sessions	11.5 weeks	342 lessons
65%	67 days	134 sessions	13.5 weeks	402 lessons



5.0 Impact of Poor Attendance On Academic Progress

If your child misses school on a regular basis, they are damaging their future life choices. Nationally, it has been proven that a child who misses 19 days of school across an academic year, can drop a grade across all their subjects at GCSE.

6.0 Key Procedural Information

- King Solomon has a coherent system of rigorously monitoring student attendance. The Deputy Headteacher, Assistant Head of Years, Form Tutors, Administration Staff and the Education Welfare Officer (EWO) all play key roles in this system and our MIS systems (*SIMS* and *Synergy*) are used to manage all attendance information.
- Parents and carers must contact the school as early as possible at the start of the school day to report an absence. This is a parental safeguarding responsibility. If a *Synergy*/telephone message is not forthcoming when a student is absent, then the absence will be treated as unauthorised. If no contact has been made by day 2 (at the very latest) the school will attempt to contact emergency numbers held on the system. The Assistant Head of Year for your child's year group will be in touch via telephone to discuss the reasons behind the absence. The possible consequences of a fine will be explained if attendance does not improve.
- Your child(ren) may be reported as missing in education (CME) to the local authority if no contact is made within 5 days of absence.
- If contact is not able to be made then a Home Visit will be conducted by our Educational Welfare Officer.
- Social Services will be contacted by a member of the Safeguarding team on the first day of an unexplained absence for any child with a Child Protection Plan.
- If a student is absent for three consecutive days (and contact has been made from home), contact will be made with home via the students' Assistant Head of Year to gauge when the student will be returning to school.
- If there is a suspected pattern developing in the absences of a particular student, then an in-school meeting will be organized. This must be attended by the student and a member of the student's family who has PR. During this meeting, the student's registration certificate* will be looked at closely and used as a reference point for a collaborative plan of action that will be put in place to halt the absence rates of the student.

*A *Registration Certificate* is a record of attendance for the whole academic year to date. It is a confidential document and, therefore, should be kept carefully by the family member following the meeting.

A *Registration Certificate* will be shared with an Educational Welfare Officer before any home visit and before any legal action, such as Penalty Notices, are issued.



7.0 Medical and Dental Appointments

These should be made outside of school hours. Any urgent medical and dental appointments will only be authorised when the relevant appointment card is presented to the school administration team. If the absence is authorised, families must ensure they collect the student from the visitors' reception as no student will be allowed out of the school unaccompanied unless there is prior agreement with the school.

Families must also ensure that the student is aware of the appointment and is ready and waiting at the authorised time. It is not the responsibility of the school to inform students of appointments. In emergency situations, we will ensure the student is aware of the appointment. In any other circumstances, the student has to make their own way to reception at the authorised time.

8.0 Leave of Absence During Term Time

Leave of absence during term time is not permitted. Any extended absence from the school will be counted as unauthorised and will normally lead to a fixed penalty notice from the Local Authority. To avoid personal opinion and to ensure complete fairness for all, we refer all planned leave of absence to our Educational Welfare Officer for guidance. Leave of absence taken without permission may also result in withdrawal of your child's school place and be reported to your home Local Authority.

9.0 Student Lateness

Lateness to school is defined as students not being in their line up at 8.25am. If a student arrives more than 30 minutes after the school day starts, then an unauthorised absence code of 'U' will be applied to the register. We ask that all students are in the school building no later than 5 minutes before the official start time so that they can be prepared and organised for the learning that day. Persistent lateness can also generate a Penalty Notice.

Lateness to School and *Lateness to Lesson* results in a same day After School Detention, in line with the [KSHS Behaviour Policy](#).

10.0 Persistent and Severe Absence (PA)

Any student who has an overall attendance of **below 90%** is considered to be in the persistent absence (PA) category.

Any student who is PA will be monitored and put on an action plan with their Assistant Head of Year. The Education Welfare Officer will meet with students, and their families whose attendance is causing concern. Where necessary, home visits are made. In situations of persistent truanting, a family may be fined.

A student with attendance of 50% or less is defined as a severely absent pupil and this may generate a referral to social care.

11.0 Religious Leave of Absence

For a day set aside exclusively for religious observance, students will be granted one day for each occasion of religious observance with a maximum of 3 days over one academic year. These absences, if granted, will be recorded as authorised using the 'R' code. These are the codes as stipulated by the Department for Education and whilst absence is authorised, it does count against the child's attendance. This is a national policy.



12.0 Registers

The Register is a legal document which must be completed fully and on time at AM and PM registration and then for every lesson throughout the day. Should a student not be in registration, they should be marked absent; however, if form tutors are aware of any appointments elsewhere, in or out of school, these should be recorded using the relevant code.

13.0 Strategies for Promoting High Attendance

School Leaders promote a variety of strategies for high attendance. Strategies referred to in the DfE recently published paper [Working Together to Improve School Attendance](#) are used in order to maximise attendance and improve the life chances of all children. Outstanding achievement can only be achieved if it is recognised to be everyone's shared responsibility.

Governors will:

- Scrutinise attendance key performance indicators at FGB meetings at least three times a year.
- Hold the Headteacher and Deputy Headteacher to account for explaining patterns of attendance in the school.

The Headteacher will:

- Ensure that the Registration Regulations, England, 2006, and other attendance related legislation is complied with.
- Oversee decisions regarding *Elective Home Education* and *Permanent Exclusion*.

The Deputy Headteacher will:

- Scrutinise the use of attendance codes in the school.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site at alternative provisions, are implemented.
- Work with Assistant Heads of Year and the EWO to ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence and is then interpreted to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support students and their families.

The Senior Leadership Team will:

- Ensure that there is a whole school approach where good attendance is everyone's responsibility.
- Form positive relationships with students and their families.
- Monitor the implementation of this Attendance Policy and ensure that the policy is reviewed annually.



Form Tutors and Class Teachers will:

- Reinforce attendance and punctuality expectations continually.
- Emphasise the importance of attendance and its impact on attainment.
- Follow up on absence and lateness, feeding patterns into the Assistant Heads of Year.
- Actively promote the importance and value of good attendance to students and their families.
- Form positive relationships with students and their families.

14.0 Attendance Monitoring

Administration staff record child absence on a daily basis.

Families are expected to notify the school in the morning if their child is going to be absent due to ill health.

If a student's absence goes below 90%, the student will be formally monitored with family involvement.

The persistent absence threshold is 10%. If a student's individual overall attendance rate is greater than or equal to 10%, the child will be classified as a persistent absentee.

The school will monitor persistent absence and 'low attendance', (this is defined as overall absence being greater than or equal to 5% and 10% for persistent absence).

Student-level absence data is analysed on a two-week cycle by the Assistant Head of Year attached to each year group. Interventions that need to be actioned are then put in place on the back of this analysis, in order to improve the levels of student attendance in their year group and across the school.

15.0 Legal Sanctions

King Solomon works hard to engage with all of our families to ensure that, where attendance of a student is a concern, appropriate support is identified and implemented. We expect that all families will engage positively with support and that attendance will improve as a result.

However, as a last resort, the school will fine families for the unauthorised absence of their child (where the child is of compulsory school age).

If issued with a Penalty Notice, families must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

The decision on whether to issue a penalty notice ultimately rests with the Headteacher and Deputy Headteacher, following the Local Authority's code of conduct for issuing penalty notices. This may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- The one-off instances of irregular attendance, such as holidays taken in term time without permission.

If a payment has not been made after 28 days, the Local Authority can decide whether to prosecute the parent or withdraw the notice.

Parents and carers can also be referred to the Magistrates Court under the Education Act (1996)



Appendix 1 - Attendance Codes

The following codes are taken from the DfE's guidance on school attendance and are at use at King Solomon.

<u>Code</u>	<u>Definition</u>	<u>Scenario</u>
/	Present (am)	Child is present at morning registration
\	Present (pm)	Child is present at Period 5
L	Late Arrival	Child arrives late before the register has closed
B	Off-site Educational Activity	Child is at a supervised off-site educational activity approved by the school
D	Dual Registered	Child is attending a session at another setting where they are also registered
J	Interview	Child has an interview with a prospective employer / educational establishment
P	Sporting Activity	Child is participating in a supervised sporting activity approved by the school
V	Educational Trip or Visit	Child is on an educational visit / trip organised, or approved, by the school
W	Work Experience	Child is on a work experience placement

Authorised Absence

C	Authorised Leave of Absence	Child has been granted a leave of absence due to exceptional circumstances
E	Excluded	Child has been excluded but no alternative provision has been made
I	Illness	School has been notified that a child will be absent due to illness
M	Medical / Dental Appointment	Child is at a medical or dental appointment
R	Religious Observance	Child is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Child from a Traveller community is travelling, as agreed with the school



Unauthorised Absence

G	Unauthorised Holiday	Child is on a holiday that was not approved by the school
N	Reason Not Provided	Child is absent for an unknown reason (this code will be amended when the reason emerges or replaced with an O code if no reason for absence has been provided.
O	Unauthorised Absence	The school is not satisfied with reason for child's absence
U	Arrival After Registration	Child arrived at the school after the register closed

School Codes (Not Impacting Attendance)

Y	Not required to be in school	School site is closed, there is disruption to travel as a result of a local / national emergency, or child is in custody
Z	Child not on admission register	Register set up, but child has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term / bank holiday / INSET day