



King Solomon High School

Attendance and Punctuality policy

Date of Policy	December 2023
Review Date	September 2024

Governors committee

School priorities committee

School: King Solomon High School
Headteacher: Mrs M Phillips

**Named personnel with designated responsibility for attendance
2023 - 2024.**

Designated Safeguarding Lead	Kelly Burack
Attendance Officer	Karen Westerman
Designated governor / senior board lead for attendance	
Chair of Governors	Brian Westbury

Policy Review

This policy was reviewed and adopted at the Governing Body Meeting on:
13th January 2024

This policy is due for review on 6th September 2024

Signature:

Date: **13th January 2024**

Headteacher

Signature:

Date: **13th September 2024**

Chair of Governors

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1. 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.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. 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.

4. Roles and responsibilities

At King Solomon High 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.

4.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

If you have a link governor for attendance, or a committee responsible for attendance, add details of their role in the monitoring of pupil attendance.

4.2 The deputy headteacher

The headteacher is responsible for:

- Ensure that the Registration Regulations, England, 2006, and other attendance related legislation is complied with.
- Oversee decisions regarding *Elective Home Education* and *Permanent Exclusions (and consult this with the Headteacher)*
- Support with the implementation of the attendance policy at the school

4.3 The assistant headteacher responsible for attendance

The designated senior leader is responsible for:

- Responsible for attendance across the entire school
- Scrutinise the use of attendance codes in the school.
- Monitoring school-level absence data and reporting it to governors (as provided by the AHT)
- Monitoring the impact of any implemented attendance strategies
- 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.
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Work with assistant heads of year, admin, and the education welfare officer (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.
- Working with education welfare officer (EWO) to tackle persistent absence.
- Issuing fixed-penalty notices, where necessary
- Benchmarking attendance data to identify areas of focus for improvement.
- Develop a multi-agency response to improve attendance and support students and their families.
- Devising specific strategies to address areas of poor attendance identified through data.
- Building relationships with parents/carers to discuss and tackle attendance issues.
- Post a weekly synergy bulletin to staff regarding year group attendance.
- Arrange parent/carer meetings where possible regarding attendance when it falls below 88% before referral to EWO

The designated senior leader responsible for attendance is Kelly Burack and can be contacted via 0208 498 1331

4.4 The attendance officer

The school attendance officer is responsible for:

- Take calls/synergy messages from parents/carers regarding absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the heads of year/assistant heads of year to provide them with more detailed support on attendance.
- Building relationships with parents/carers to discuss and tackle attendance issues.
- Ensures students of attendance concern are checked as a priority ahead of group-calls.
- Monitoring attendance data.
- Providing regular attendance reports to AHT for bi-weekly EWO meetings and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Send attendance letters to parents/carers when requested by the assistant heads of year and/or assistant headteacher responsible for attendance.
- Working with education welfare officers to tackle persistent absence by providing attendance certificates upon request.
- Advising the assistant headteacher for attendance (authorised by the headteacher) when to issue fixed penalty notices

The attendance officer is **Karen Westerman** and can be contacted via **0208 498 1300**

4.5 Assistant heads of year

The assistant heads of year are responsible for:

- Be responsible for attendance tracking for the year group they are assigned on a weekly basis (SIMS)
- Make weekly phone calls/synergy messages to parents/carers regarding absence concerns based on identified targeted groups or for students whose attendance has declined and record it on the SOL attendance tracker sheet.
- Arrange parent/carer meetings where possible regarding attendance if it falls below 95%
- Record actions and dates of actions on the SOL attendance tracker sheet e.g., conversations with students, parent calls, parent meetings, requested attendance letters.
- Post a weekly synergy bulletin/TEAMS message to the year group regarding form group attendance

4.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8:00am on the day of the absence and each subsequent day of absence) and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- 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.

4.7 Students

Students are expected to:

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

5. 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 does 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

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. 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 organised. 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.

6.1 Attendance register

King Solomon High School will keep an attendance register and place all pupils onto this register. 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. Our attendance register is taken at the start of the first session of each school day and once during the second session.

It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Pupils must arrive in school by 8:15am on each school day.

6.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:00am or as soon as practically possible by contacting the school admin office through reporting it on synergy gateway.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

6.3 Medical and dental absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment and provides medical evidence for this.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

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.

6.4 Lateness and punctuality

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](#).

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

6.5 Following up unexplained absence.

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will also attempt contact through synergy gateway.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will involve an education welfare officer (EWO) who will conduct welfare home visits.

6.6 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.

7. Authorised and unauthorised absence

7.1 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.

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as [\[add your school's definition here\]](#).

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least **4 weeks** before the absence. The school will require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- Other possible 'exceptional circumstances' where the headteacher may grant term-time holiday

7.2 Persistent and severe absence (PA) - Legal sanctions

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.

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by the assistant headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

8. 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.

Explain your school's strategies for rewarding and improving attendance. For example, celebrating good attendance in assemblies or on displays and synergy bulletins

9. 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.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

9.1 Analysing attendance.

King Solomon High School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

9.3 Using data to improve attendance.

King Solomon High School will:

- Provide regular attendance reports to staff and students, and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

9.4 Reducing persistent and severe absence.

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.

- Call home to parents/carers communicating the concerns around the persistent absence.
- Send attendance letters to parents/carers communicating the concerns around the persistent absence.
- Hold meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

10. Links with other policies

This policy links to the following policies:

- Safeguarding and child protection policy
- Behaviour policy
- Medical and first aid policy

Appendix 1: attendance codes

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

School Codes (Not Impacting Attendance)

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

