



Attendance Policy

2019-2020

Other related academy policies that support this Attendance policy include SEN, Anti Bullying, & Health & Safety and Behaviour Policy

Date Issued: September 2017
Amended : November 2019

Ratified by EAB:

Introduction

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that you, the parent inform the school of the reasons for absence.

Why?

- The Education Act 1996 requires parents and carers to ensure their child receives efficient fulltime education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Academy's EAB, Local Authority (LA), DELTA and the Department for Education (DfE).
- Parents, guardians and carers must ensure that they are fully aware of the academy's attendance policy as any absence will have a huge impact on your child's learning. Regular school attendance is essential and parents, guardians and carers, together with our academy staff all have a part to play in ensuring full potential is achieved.
- There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.
- Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

Authorised Absence: Authorised absences are when a pupil has been absent for a substantial reason, for example, some illnesses, medical/dental appointments which unavoidably fall within the Academy day, emergencies or other unforeseen circumstances. Verification may be requested for any such instances.

Unauthorised Absences: Unauthorised absences which the Academy does not consider reasonable and/or cannot be verified. Whilst the Academy is committed to supporting students and their families this type of absence can lead to the issuing of a Fixed Penalty Notice or legal proceedings. Below are some examples of unauthorised absences, however, this list is not exhaustive.

- Parents/Carers allowing children to be absent unnecessarily
- Absences without an explanation deemed acceptable by the Academy
- Pupils who arrive at their educational provision after the register has closed
- Persistent absence for minor ailments

Every half-day absence from educational provision is required to be classified by the Academy, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. Parents/Carers are not able to determine whether an absence is authorised or unauthorised, but are expected to notify the Academy of any reason for a pupil's absence.

- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences may require us to request that you present medical evidence. This may be in the form of a date stamped compliment slip confirming a visit to the doctor, or prescription or medicine bottle.

Above 97%: Less than 6 days absence a year Excellent attendance. These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into the habit of attending school which will help in the future.

95%: 10 Days absence a year These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

90% and below: 19 days + absence a year The Government classes young people in this group as 'Persistent Absentees' and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

Aims and Objectives of the policy

- To promote regular attendance thus offering all pupils equal access to learning.
- Meet the Government attendance targets set for us.
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- Ensure pupils are in school for the maximum number of days.

Expectations

We expect the following from all our pupils:

- That they attend Kingston Park Academy regularly.
- That they will arrive on time and be appropriately prepared for the day. School starts promptly at 8.50am (doors open at 8.40 am)

We expect the following from parents:

- Ensure that their child attends Kingston Park Academy regularly and that they arrive on time.
- Contact Kingston Park Academy EVERY DAY before 8:50am on 01909 730294 whenever their child is absent, giving details of the reason for the absence and the length of time the child will be away.
- If their child is absent and they see a medical practitioner, please provide the academy with evidence of this on their return (appointment card, prescription packet etc.).
- Contact Kingston Park Academy if problems arise which may keep their child away from the academy so that we can help.
- Not to take family holidays in term time. Term time absences may seriously affect the progress of the child. We do not authorise holidays in term time. If parents / carers remove their child from school during term time for the purpose of a holiday, a Penalty Notice (fine) may be issued.

Parents and pupils can expect the following from Kingston Park Academy:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend the Academy without providing good reason. If your child is absent from school, a member of staff may contact you to see how we can support you to ensure you child is able to come back to school as soon as possible.
- Immediate and confidential action on any problem notified to us.
- We will reward good attendance.

Promoting good attendance

We celebrate good attendance throughout our School by:

- Allocating daily reward points for arriving at school on time. Rewards are given each half term to the class with the best attendance.

Responding to non-attendance

With the welfare of children remaining a priority for us, we need to ensure that we receive communication about any child who is unexpectedly absent. If we do not receive notification of absence on the morning of the first day of absence, we shall follow this procedure:

- Phoning contact numbers as provided by you to try and gain verbal confirmation that your child is absent with your knowledge
- If we are not able to contact with you by phone then a member of staff will carry out a home visit on the morning of absence and each consecutive day thereafter if the child remains absent from school.
- In the unlikely event that we cannot gain satisfaction that your child is absent with your knowledge, then we may phone the police, for them to make enquiries as to the safety and well-being of your child.
- These procedures will also apply to children of non- compulsory school age.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 11% or more of their education during the current academic year, regardless of the reason for absence. Absence at this level will have a considerable negative impact to a child's educational prospects and development. Therefore, the Academy requests Parents/Carers full co-operation to support your child's attendance in the best interests of their development.

PA pupils are tracked and monitored by the Inclusion Team, who are able to offer a variety of support strategies, prior to formal action being instigated where appropriate. In order to prevent persistent absenteeism the Academy will carry out the following procedures in addition to the procedures described above:

- Written contact with parents / carers expressing concerns about attendance.
- Written invitation to parents / carers to request parental meeting to discuss attendance concerns
- Written letter to parents informing them that their son / daughter will be issued a Fixed Penalty Notice.
- Kingston Park Academy implements the Fixed Penalty Notice system in conjunction with Nottinghamshire County Council
- Nottinghamshire County Council issue Fixed Penalty Notices on behalf of the Academy. Penalty Notices are £60.00 per parent per child if paid in full within 21 days, or £120 per parent per child within 28 days. Failure to settle the Penalty Notice within the specified time period may result in legal proceedings being taken by the Local Authority. This may result in a summons to the Magistrates Court, where if found guilty you may be fined up to £1,000 per parent per child.

The process of monitoring attendance

The school Attendance Officer will log instances of absence and lateness and discuss with the Principal. Where issues persist the following will be initiated:

- Stage 1: 'General Attendance' letter sent to parent, stating current attendance %
- Stage 2: Letter 1 'Penalty Notice Warning' including an invite to meeting, if the child has unauthorised absence.
- Stage 3: Letter 2 'Issue of Penalty Notice' if the child has persistent unauthorised absence.

Lateness

High levels of punctuality are expected at all times, in order to ensure pupils are ready to learn. The Academy day starts promptly at 8.50am and we expect your child to be present at the start of this session. Should your child miss the start of the day, they may miss work and vital information/news for the day. Pupils arriving late also disrupt lessons, which can be embarrassing for your child and can encourage absence. A child arriving between 8.50am and 9.30am will receive 'L' mark in the register. This may mean that you could face the possibility of a Penalty Notice and/or prosecution if the problem persists.

In accordance with Regulations, if your child arrives after 9.30am they will receive a mark 'U', but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice and/or prosecution if the problem persists.

Holidays / leave of absence in term time

From September 2013 the Principal is not permitted to authorise leave of absence during term time unless there are exceptional circumstances, for which verification should be provided. If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6sessions) in total over a 6 week rolling period, then the school can request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

The school will only consider authorising holidays in term time under the following exceptional circumstances:

- A parent is a member of the armed forces or a police officer with directed leave
- A terminal illness to a close family member
- Religions observance (up to 3 days per year)
- Other circumstances deemed to be out of the control of the parents

Applications for holidays during term time must be made in writing, including details of exceptional circumstances and addressed to the principal, at least four weeks in advance.

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1st September 2013.

Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers/principals to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers/principals can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that headteachers/principals may not grant any leave of absence during term time unless there are exceptional circumstances.** Headteachers/principals should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1st September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion.

Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice.

Parents must, from 1st September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.