King's Academy College Park
Attendance Policy

Introduction

A good education is vital for children and young people and regular attendance at school is a key factor in opening up more opportunities in adult life. Good attendance helps children to make good progress in school and fulfil their potential in life.

Aims

We are committed to meeting our obligations with regards to school attendance by:
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the school attendance guidance 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

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Headteacher

The headteacher is responsible for:
- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

The Education Welfare Officer

The Education Welfare officer:
- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the leadership team
- Arranges calls and meetings with parents to discuss attendance issues

Class teachers

Class teachers are responsible for recording attendance on a daily basis onto Study Bugs.

School admin staff
School admin staff are expected to take calls from parents about absence, record it on the school system and monitor Study Bugs.

Recording attendance
Attendance register
We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register 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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Procedures

	Infant School	Junior School
School gates open at	8.30am	8.30am
Doors open at	8.45am	8.40am
Doors and gates close	9.00am	8.50am
Any children arriving after this time will need to enter via the main school office on Crofton Road and will be marked as late.		
Registers close	9.10am	9.05am
Any pupils arriving after this time will be given an unauthorised absence mark.		

Unplanned absence
The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible using the Study Bugs app where possible.

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent or carer to provide 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 or carers will be notified of this in advance.

Planned absence
Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent or carer notifies the school in advance of the appointment.

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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality
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

Following up absence
Where any child we expect to attend school does not attend, or stops attending, the school will:
- Follow up on their absence with their parent/carer to ascertain the reason, by either a phone call or contact on Study Bugs
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Reporting to parents
The school will report to parents on their child's attendance annually in the written end-of-year report.

Authorised and Unauthorised Absences
One of the most important ways a parent can support the education of their child and the child's social, emotional and academic development is to ensure they attend every day and on time and avoid any unauthorised absences.

The Education Act 1996 section 444(A) requires parents to ensure their children of compulsory school age receive efficient full-time education. The law says that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence.

Approval for term-time absence
The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:
- 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 belong. If necessary, the school will seek advice from the parents' 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

Any absence not approved by the headteacher is an unauthorised absence.

Unauthorised absence includes things like time off for shopping, birthdays, holidays, visiting relatives, arriving late and having days out.

Holidays
In total there are 175 non-school days a year.

This gives families the opportunity to: Spend time together, go on family visits and days out, go on holiday, go shopping, attend routine appointments.

If your child has a holiday of 1 week during term time and 10 days of illness, they would miss 75 hours of education in an academic year. If this pattern were to be repeated throughout your child's school life, they would miss almost a year of their education.

Children who go on holiday for a week during the term, may miss out on more than one week of work. Before they go on holiday, they can be distracted and afterwards they may not be able to access learning because they have missed out on part of their learning journey.

Strategies for promoting attendance
The school aims to promote good attendance in all pupils. It does this by:
- Weekly attendance awards for each class
- Attendance board displaying attendance
- 100% attendance certificates on a termly basis
- Whole school awards for attendance

Attendance monitoring
The senior leadership team and the Education Welfare Officer at our school monitor pupil absence on a fortnightly basis.

A pupil's parent/carer is expected to notify the school via StudyBugs in the morning if their child is going to be absent due to ill health.

Absenteeism is dealt with on a scaled system:

	Number of days absent by the end of the year	Number of lessons missed	Absence percentage	Overall attendance percentage
Green	10	50	5%	95%
Amber	20	100	10%	90%
Red	30	150	15%	85%

Green level: Parents/guardians are invited in to discuss any attendance issues they have with the Headteacher, whilst being reminded of their statutory responsibility. Establishing good links and a working partnership with parents/guardians is an important prerequisite for achieving good levels of

attendance. The school will not authorise illness over 5 days unless satisfactory information has been shared with the school e.g. telephone call, proof of medication or photocopy of appointment card.

Amber level: Contact will be made with parents/guardians asking them back to meet with a member of the senior leadership team to discuss further issues. If the absences are related to medical issues the parents/guardians will then be required to provide evidence of each absence. The evidence can be doctor or hospital appointment cards.

Red level: Parents/guardians will be informed that they will be referred our Education Welfare Officer and the school safeguarding team. Parents/guardians will be invited in for a further meeting for a discussion around barriers to attendance. Referrals will be made to outside agencies, e.g. Early Help or the Multi-Agency Safeguarding Hub if necessary.

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

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.

Monitoring arrangements
This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually. At every review, the policy will be approved by the full governing board.

Links with other policies
This policy links to the following policies:
- Child protection and safeguarding policy
- Behaviour policy

Useful Links:
https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-attendance/
https://what0-18.nhs.uk/professionals/school-childcare-staff/should-child-go-schoolnursery-today

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Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

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

CODE	DEFINITION	SCENARIO
AUTHORISED ABSENCE		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil 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	Pupil from a Traveller community is travelling, as agreed with the school
UNAUTHORISED ABSENCE		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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 pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

CODE	DEFINITION	SCENARIO
X	Not required to be in school	Pupil 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 pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day