



Attendance Policy

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Intent Statement

High attendance creates healthier, happier and safer children now and in the future.

At Keyham Lodge School, we know that regular and punctual attendance is crucial to the future educational success of our students to maximise the opportunities available to them. It is our key priority to promote high attendance and reduce absence, including persistent absence. The school will rigorously monitor attendance ensuring personalised interventions are put in place if attendance falls to an unacceptable level. We will always endeavour to help parents/carers to break down any barriers in which they may be facing in getting their child school.

It is our mission to ensure that every student has access to a knowledge rich curriculum and the opportunity to engage positively with the school. It is important to us that all students are able to enjoy a sense of belonging to their school community. Attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as everyone's responsibility in school (**Working together to improve school attendance, DfE May 2022**).

Good attendance is important because:

- Statistics show a direct link between educational achievement and absence levels.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to maintain.
- Regular attenders find learning more satisfying.
- Regular attenders find transition points easier to manage.

The school aims to achieve good attendance by operating an attendance policy with which staff, students and parents/carers and the local community work in partnership. Absences must be kept to a minimum and will be authorised in line with Government Guidelines/School attendance- **Guidance for maintained schools, academies, independent schools and local authorities, DfE May 2022**).

The school will create a wide range of opportunities to promote and celebrate positive attendance and these successes will be shared with parents/carers through various channels including celebration assemblies, certificates, attendance incentives, and phone calls/texts/letters home to parents/carers.

Policy Aims:

To explain the roles and responsibilities of all stakeholders (SLT, teachers, support staff, EWO's, students and parents/carers).

To shift the mind-set of all stakeholders around how attendance percentages can be translated into days of education missed. This will lead to a deeper understanding of the impact that attendance has on our young people's lives.

- To clarify the systems and procedures in place for dealing with poor attendance.
- To explain the procedures for monitoring attendance.
- To give a clear outline of our strategies/incentives to promote good attendance and punctuality

Roles and Responsibilities

Keyham Lodge School believes that excellent attendance can only be achieved if it is viewed as a shared responsibility of the school staff, advisory board members, Parents/Carers and the wider school community.

The headteacher

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the advisory board
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

The school's Education Welfare Officer (EWO)

- Calls parent/carers regarding student absence
- Monitors attendance data across the school and at an individual pupil level this will include monthly to identify trends and ensure there are specific strategies/plans/interventions to improve student attendance
- Sends out warning letters to parents/carers when a student's attendance falls below 85%
- Reports concerns about attendance to the headteacher
- Works with the local authority to tackle persistent absence
- Sends out monthly attendance reports to parents/carers
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices
- Document interventions used to a high standard required should legal proceedings be instigated
- Work with other agencies to improve attendance and support pupils and their families;

SLT – Attendance Leads

- Actively promote the importance and value of good attendance to pupils and their parents/carers;
- Form positive relationships with pupils and parents/carers;
- Ensure there is a whole school approach which reinforces good school attendance;
- Monitor the attendance policy and that it is adhered to;
- Contribute to the whole school approach which reinforces good school attendance; with good teaching and learning experiences what encourage all pupils to attend and to achieve;
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address issues;
- Report the schools attendance and related issues regularly to the advisory board;
- Develop a multi - agency response to improve attendance and support pupils and their families;

Office Staff:

School office staff are expected to contact parents and carers about any unexplained absence and record it on the school system.

All Staff

- Actively promote the importance and value of good attendance to pupils and their parents/Carers;
- Form positive relationships with pupils and parents/carers;
- Ensure that all pupils are registered accurately via SIMS or Edulink. This includes those students who are educated offsite or at an AP.
- Promote and reward good attendance with pupils at all appropriate opportunities;
- Liaise with the EWO on matters of absence and punctuality;
- Communicate any concerns or underlying problems that may account for a pupils absence so that school can support and put in place the right measures;
- Work with other agencies to improve attendance and support pupils and their families;
- Contribute to the whole school approach which reinforces good school attendance; with good teaching and learning experiences what encourage all pupils to attend and achieve;
- Document interventions used to a standard required by the local authority should legal proceedings be required;

Responsibilities of parents/carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility and permitting absence from school that is not authorised by the school creates an offence in law.

We expect our parents/carers to:

- Inform the school on the first day of absence, and any subsequent days after;
- Support the school with their child in aiming for high attendance for each academic year.
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence if it is for exceptional circumstances;

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress;
- Inform the school of any change of circumstances that may impact on their child's attendance;
- To work with the school, the student's attendance buddy, tutor teams or EWO to resolve/alleviate any attendance problems or protracted absence;
- Instil the value of education and regular school attendance within the home environment;
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home;
- To attend meetings as required in relation to their child's attendance;

We expect our pupils to:

- Pupils are expected to attend school regularly and to arrive punctually at school by 08.45am or there designated starting time and to the start of lessons;
- If late pupils must report to the front office where they will be met by a member of staff;
- Arrive at school in full uniform;
- Pupils should discuss with their attendance buddies or tutors if there is a problem that may lead to their absences, e.g. bullying, transport issues, long term medical issues, etc.;

Types of Absence:

By law, every half-day absence from school has to be classified by the school (not by parents/carers). Where students of compulsory school age are recorded as absent, the register must show whether the absence is **authorised** or **unauthorised**. For a full list of absence codes please see appendix 1.

- Authorised where the school approves the student's absence.
- Unauthorised where the school will not approve the student's absence.

Absence Procedure:




- Parents/carers duty is to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil.
- If a child is ill, or it is known they will be absent then the parent/carer is to call (Tel 0116 2416852) the school before 9.00am or email keyham-attendance@klms.leicester.sch.uk and notify the school of the child's absence, the reason and when the child is to be expected back in school.
- Parents should contact the school on the first and each subsequent day of absence, unless a definite date of return is known.
- If the school has not been notified by 9.00am then a member of staff will contact parents/carers regarding the student's absence.
- If the school does not make contact with parents during the school day then the absence will be marked as unauthorised.
- Where your child has been absent due to attending a medical appointment, the school must receive the evidence in order for this to be approved. The evidence can be either a letter or an appointment card. Parents/carers are expected to book routine dental, doctors or opticians appointments outside school hours where possible.
- Late Arrival (L): Morning Registration ends at 9.00am. Students arriving after this time will be marked as present but arriving late.
- Lateness after 10.00am will be unauthorised and persistent lateness may result in a meeting with parents/carers and/or referral to the EWO and a Penalty Notice may be issued.

Absence Procedure

Day 1 - Absence

- If the school has not been notified of a student absence by 9.00am then the office will contact parents/carers regarding the student's absence.
- Student absence is emailed to attendance buddies and the attendance email group.
- If students are on bespoke timetable then a call will be made 30 mins after their expected arrival time.

Who is responsible

-  Office/EWO
-  Attendance Buddy
-  EWO, attendance leads and safeguarding team.

- If no contact home to parents or carers is made, the office will make a 2nd call before 12.00pm.
- The office will update attendance buddies and the attendance email group as to whether contact has been made.
- If no contact is made after the 2nd call, the absence will be recorded as unauthorised.
- If students are on a CIN, CP or LAC and no contact is made by 12.00am then the office will notify social worker or any other relevant agencies

- If no contact home to parents or carers is made attendance buddies will make a follow up call before the end of the school day and update EWO/office if contact has been made.

Day 2 – Absence

Please follow process above.

Day 3 – Absence

If no contact is made after two school days and the student does not arrive to school then this should be recorded on CPOMS as an attendance concern (no contact 3 days) with attendance buddy/EWO tagged into the CPOMS to follow up with an additional action. A home visit will be made as soon as possible either by EWO or advised by EWO. Attendance buddy welfare checks 2.15-3.00 or 8.00-9.00am

If no contact is made either via phone or face to face on day 3 then follow day 3 procedures.

Alternative Provision (AP)

- The attendance by students attending Alternative Provision (AP) is closely monitored through an attendance tracker. APs should email keyham-attendance@klms.leicester.sch.uk no later than 30 mins after the students start time with their daily attendance records. If an AP fails to notify the school of absence then the school will contact them directly. If an AP consistently fails to adhere to the attendance procedures then the students place will be reviewed. If a student absconds from or leaves the site early then APs should let the school know via the above email.

Leave of Absence in Term Time:

There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Head teacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.

- Notice of your intention to take your child out during term time should be made via an email directly to the Head of School – vedwards@keyham.discoverytrust.org. If **we do not receive formal notification, but are aware that you are on holiday, then the below remains the same.**
- The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Head teacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.
- Requests for compassionate leave will be judged on an individual case basis.

Religious Observance:

- Leicester City is a vibrant and diverse city that promotes respect for the faiths and values of its communities. There are many religions celebrated within our cohort of student and it is important that we recognise the diversity of the population.
- In Leicester City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence, where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, we will seek advice from the parents/carers religious body to confirm whether the day is set apart.

Monitoring Attendance

Tutors and attendance buddies will take responsibility for the day to day monitoring of attendance. It is the responsibility of the attendance lead and the school's EWO to examine data on absences. Attendance data is also used to identify emerging patterns or trends of absence to inform whole school strategies to improve attendance and therefore attainment. Any absences that continue to cause concern and that cannot be explained by parents/carers will be referred to the EWO. Cases are also referred to the EWO where attendance is authorised by parents/carers but is still a cause for concern; for example when a child is regularly ill on a Monday or a Friday, or when a phone call is made to say a child is ill but they are seen out in their local community.

Persistent and Severe Absentees

Persistent Absentees are defined as children with an attendance percentage below 90%. This is equivalent to having one day off every two weeks. Severe Absenteeism is defined as children with an attendance of 50% or below, equivalent to missing over half of all educational sessions. Persistent and Severe Absentees miss significant amounts of their education and are in danger of falling behind. All students whose attendance falls below 85% will be tracked and monitored each week by the EWO and attendance lead with clear actions

implemented to improve student attendance. The protocol on the next page of this document has been developed to support those student who are persistently absent;

Formalising support

We will support pupils and parents/carers to address any in-school barriers which are impacting upon attendance; however, if a pupil's absence continues to rise after attendance buddies/tutor teams contacting their parent/carer, we will intensify support. Where absence does not improve, or earlier support is not engaged with, we will follow this steps on the persistent absence process below. and other local partners to support families). The school will use a range of strategies to engage families and support them in meeting their responsibilities regarding attendance.

Penalty Notices

A Penalty Notice will only be applied if the progress being made either by the pupil or their parents/carers is deemed unsatisfactory. Pupils who obtain more than 10 unauthorised absences (the equivalent of 5 full school days) in any term or 20 unauthorised absences (the equivalent of 10 full school days) over two consecutive terms may be subject to a Penalty Notice issued by the Local Authority. If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of an Attendance Concern Letter. We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances without first exhausting our internal support systems. In such circumstances, our school will take a holistic approach to the issue and involve other agencies as necessary. In some cases where attendance is below 65% but includes unauthorised absence of more than 10 unauthorised absences in any term or 20 unauthorised absences over two consecutive terms, Penalty Notice may be issued and court proceedings may well be actively pursued leading to prosecution.

Persistence Absence Process

- Attendance buddies and tutor teams to support students to ensure attendance is maintained at a high level.
- Half termly attendance targets set and attendance to be reviewed regularly with attendance buddies.
- Weekly, bi-weekly and half termly incentives for high attendance.

- Attendance buddies and tutor teams to look for reasons for absence e.g blocks of illness, medical appointments and any potential patterns in absence.
- Attendance buddies and tutor teams to contact home and explain attendance is low and a cause for concern which will impact of this on the student's development. No further action may be needed at this stage but attendance buddies/tutor team should continue

- If attendance drops below 85% the EWO will send out the attendance concern trigger letter 1 to parents/carers.
- **Students who obtain more than 10 unauthorised absences (the equivalent of 5 full school days) in any term, or 20 unauthorised absences (the equivalent of 10 full school days) over two consecutive terms may be subject to a Penalty Notice issued by the Local Authority.**
- Attendance buddies and tutor teams will be made aware of this and will continue to support with attendance.
- Any contact with parents or unexplained absences will be noted on the attendance tracker.

- If attendance continues to drop after the two week period then the EWO will send out the attendance concern trigger letter 2 and a meeting will be arranged with parents/carers.
- During this meeting a range of strategies may be explored to support student attendance including pastoral or keyworker input, parental contracts or involvement with Early Help/social care.

- If attendance continues to drop after two weeks from the parent/carer meeting then further sanctions will be applied following national guidance.
- **In some cases where attendance is below 65% Penalty Notice may be deemed issued and court proceedings may well be actively pursued leading to prosecution.**

Communication with Parent/Carers

To shift the mind-set of all stakeholders, attendance figures will be translated into days of education missed where possible (see appendix 2). This will lead to a deeper understanding of the impact that attendance has on our young people's lives.

- Monthly attendance reports will be sent out to parents/carers
- Attendance to be communicated and celebrated to parents/carers during Parents' Evenings through progress reports, certificates and phone calls home.
- Attendance buddies will follow the absence procedure (shown above) to attempt to remove any barriers which may be impacting upon a student's attendance. They will also update parents/carer after monthly attendance reviews.
- Attendance successes which are awarded during achievement assembly will be shared with parents/carers.
- Where a student's attendance is a cause for concern letters are sent home about absence and lateness, stressing the legal requirements for students to attend and the potential EWO involvement and financial penalties that may be served for non-attendance.

Incentives:

- Attendance buddies - every member of staff is paired with a student based on their relationship dynamics. The student's set a half termly/termly attendance target with their attendance buddies. If a student achieves their target they earn a personalised reward (appendix 3 shows an example attendance buddy sheet). On the first school day of every month there will be a monthly attendance review with staff and attendance buddy during morning tutor time.
- 100% attendance roulette (all students with 100% to be entered into a prize draw every two weeks and a draw at the end of the half term for those students with 100% attendance).
- 100% and 90% attendance trips, residential, rewards and activities at various points throughout the academic year
- Tutor trip fund – Tutor groups can earn money to their fund if they meet their weekly attendance target.

- House team attendance meal: half termly meal for the house team with the highest attendance.
- The behaviour for learning Gear rewards system is underpinned by attendance. Poor attendance affects weekly gear averages and incentives linked to gears e.g. Top Ten performers/tutor trip fund.

Appendix 1

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed by the school)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview with prospective employers/college or post 16	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

How does your child compare?

- **190 days at school in one academic year**

Attendance During one school year	Equals this number of days absent	Which is approximately this many weeks absent
95%	10	2 Weeks
90%	19	4 Weeks
85%	29	6 Weeks
80%	38	8 Weeks
70%	57	11 Weeks
60%	76	15 Weeks
50%	95	19 Weeks

WINTER ATTENDANCE CHALLENGE

Name:

Attendance Buddy:

My attendance last half term was
.....

My attendance target until
Friday 9th December 2022 is:
.....

CHALLENGE IS 33 SCHOOL DAYS

Attendance	Days/Weeks Missed
100%	0
97%	1
94%	2
91%	3
85%	1 Week
70%	2 Weeks

If I Meet My Attendance Target

- **£15 reward of your choice**
- **Celebration meal**
- **Non-school uniform day**
- **Students with 100% attendance will be entered into a special Christmas prize draw**

If all students within a tutor group meet their attendance target an additional £20 will be added to the tutor trip fund

