



Attendance Policy

Revised: September 2019

Chair of Governors: Ann Malcolm

Link Governor: Jill Jones

Date of next Review: September 2020

(This document is available in an alternative format on request)

Kenton School Attendance Policy

At Kenton School we believe that excellent attendance at school is crucial to students learning effectively.

Research shows that students with poor attendance leave school with fewer qualifications and poorer life chances. The school believes that a high level of attendance is important for the attainment, life chances and future employment of young people.

The school places great emphasis on attendance in its communication with parents.

Kenton School values excellent attendance and it is seen as an essential part of Year 8 Graduation. We expect all graduates to have achieved at least 97% attendance. The school reserves the right to allow entry into its Sixth Form only to those who achieve good attendance.

Communication

Information on lateness, illness and absence is given to parents in the School Prospectus. The School Attendance Policy is published on the School website. This highlights the importance of being at school on time and of parents notifying school on a daily basis if their child is absent for any reason.

The importance of attendance is emphasised at every 'intake event' for pupils prior to applying for Kenton School so parents and carers are clear how important attendance is. This also includes students arriving at school on time so that each child can be given the best possible start to each school day.

Parents are encouraged to contact the school about any issues which may affect attendance.

During all initial meetings and during intake evening parents are advised to arrange their family holidays only within the school holidays. Holidays taken during term time will not be authorised by the school and may result in a Penalty Notice (see section on truancy).

Students may be admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with an Assistant Principal. At this meeting the importance of regular attendance is always highlighted along with other school routines.

Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent or is going to be absent, if known. This can be done by telephoning the school attendance office. All information is used to inform teachers when filling in their registers. When a child has poor attendance e.g. a significant number of absences or a significant number of broken weeks the school will require medical evidence of illness before it authorises absence. If no notification is received about a child's absence, the Year Leader, attendance office staff or the Attendance Officer may contact the parent/guardian. As a rule the school will only authorise illness absences if it considers them to be genuine health issues. If such issues were to persist the school would expect a note from the student's GP to explain the absence.

Concerns

The school will start to show concern for a student if their attendance dips below 97% in a year.

Initial contact is made to the family of every pupil on the first morning of absence. This can be by text, telephone call or home visit depending on the nature of the absence and the past pattern of attendance that the pupil has. But it is important that ALL absences are initially dealt with in this way.

Appendix 1 details the procedures for dealing with absences from School.

If attendance does not improve the system we follow is laid out in appendix 1 which contains all of the stages and steps we go through when dealing with pupil absence. Parents can be invited to an attendance meeting with the Attendance Officer and Year Leader or Assistant Principal to outline attendance targets and explain the legal monitoring process. This is a supportive measure allowing parents and the school attendance team to work together for the benefit of the child.

Attendance and Punctuality is monitored by the Year Leader and the link Attendance Officer and overseen by the Assistant Principal in charge of a particular year group. Punctuality is also monitored during regular health check meetings with pastoral staff. This meeting acts as an accountability measure to ensure students with attendance concerns do not remain unnoticed.

Failure to improve attendance will result in the student's attendance being dealt with as outlined in appendix 1.

The diagram below then shows how this escalates through the system to the point where Governors are involved. Behind this process sits the Legal Monitoring route.

Attendance Team

The Attendance Officer work daily with Year Leaders to discuss attendance issues and each day Year Leaders dedicate two hours in the morning to supporting attendance issues and liaising with Attendance Officers regarding concerns they have. The purpose of this meeting is to monitor year group attendance and punctuality. The Senior Year Leader Attendance and Year Leader will agree upon an action if a student's attendance causes concern.

Attendance across the school is monitored by the Vice Principal and the Senior Attendance Lead.

The Year Leader meets with the Attendance Team and Attendance Officers to discuss attendance trends, issues and strategies regularly. Any concerns are reported to the Vice Principal.

A dedicated spreadsheet issued by all colleagues associated with attendance and is updated daily by staff and is used to track trends and ensure intervention is best paced.

The Attendance Team monitor daily registration, sign in late pupils, collect persistent absence data and the accumulated attendance records.

The families of absent pupils are contacted on the first day of absence unless we have received information about the absence. This is through our In Touch Texting Service. This information is recorded on the daily spreadsheet return.

Families are encouraged to arrange dental/doctor's appointments in 'out of school' hours.

We offer various support to ensure pupils attend well including morning 'pick ups' by the team through the mini buses. This is strictly a

short term supportive measure aimed at ensuring positive patterns of attendance in the future.

Registration

It is a legal requirement to register students for am and pm sessions. All registration is done using lesson monitor on SIMS. AM registration is done by class teachers in lesson one. This must be complete and saved by 8.40am. The afternoon registration is done during period 4.

Completion of registration by teaching staff is monitored by the Vice Principal. Any staff missing registers on a regular basis are challenged and this may lead to disciplinary action. It is clear we must have accurate attendance data from SIMS.

Rewards for Good Attendance

1. We offer several types of reward throughout the year to recognise excellent attendance.
2. Certificate for full attendance to be awarded at the end of year presentation.
3. Graduation (KS3) points are awarded (2) for each full week of 100% attendance.
4. Secret Student rewards pupils covertly for excellent attendance in a week
5. We will also celebrate attendance at the end of year with a celebratory event – criteria for joining in this will be published in advance of the date.

Truancy

All the staff at Kenton school are concerned about students' regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.

If truancy is suspected, the Year Leader or Attendance Officer usually contacts the parent by telephone. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Year Leader talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.

The school will work in partnership with the City Council to tackle pupils who fail to attend regularly. The City Council can issue penalty notices or prosecute unless:

- ⤴ The pupil was absent through leave authorised by the Principal
- ⤴ The pupil was ill or prevented from attending by unavoidable circumstances
- ⤴ Absence was due to religious observance

Upon conviction fines can be up to £1000 and £2500 for aggravated offences. Parents can be subject to a prison term conviction if they fail to comply with a school attendance order.

The school will pursue a policy of using legal sanctions such as Penalty Notices. The flow chart describing this process is attached in Appendix 1.

Authorised Absence can only be authorised by the Principal or her representative - not the parent. The Education (Pupil Registration) Regulations 2006 (Section 8) provides details of the circumstances under which pupils may be removed from a school roll. Enquiries that have taken place in authorities around the country following the death or disappearance of a child, have highlighted the crucial role which school registration plays in the monitoring and tracking of students in need and those at risk of significant harm. It is extremely important that pupils are not removed from the school register except in circumstances listed in the regulations and that schools actively consult with the Education Welfare Officer or an Officer of the City Council, if there is any doubt whatsoever as to an individual child's whereabouts or safety.

The School is concerned at the level of absence caused by parents removing their students from school for the purpose of a holiday in term time. There is no obligation placed on a Principal to authorise such holidays. Kenton has adopted a "zero tolerance" of this category of absence. The school cannot authorise holiday periods.

The policy is in line with Newcastle City Council Code of Conduct on Penalty Notices and falls under section 444 of the Education Act 1996. The Education (Penalty Notices) (England) Regulations 2007 set the framework for the operation of the Penalty Notice scheme. The Code of Conduct states that a Penalty Notice may be issued where there are at least 5 sessions (half days) recorded as unauthorised absence due to a holiday in term-time.

Payment of a Penalty Notice is £60 if paid within 28 days of receipt of the notice, increasing to £120 if paid after 28 days but within 42 days of receipt of the notice. If the Penalty Notice is not paid in full by the end of the 42 day period the LA must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Penalty Notices will be issued for each individual child and to each individual parent.

We may also ask a pupil to 'make up time' during holidays – with the consent of parents – if they have missed any days through internal or external truancy.

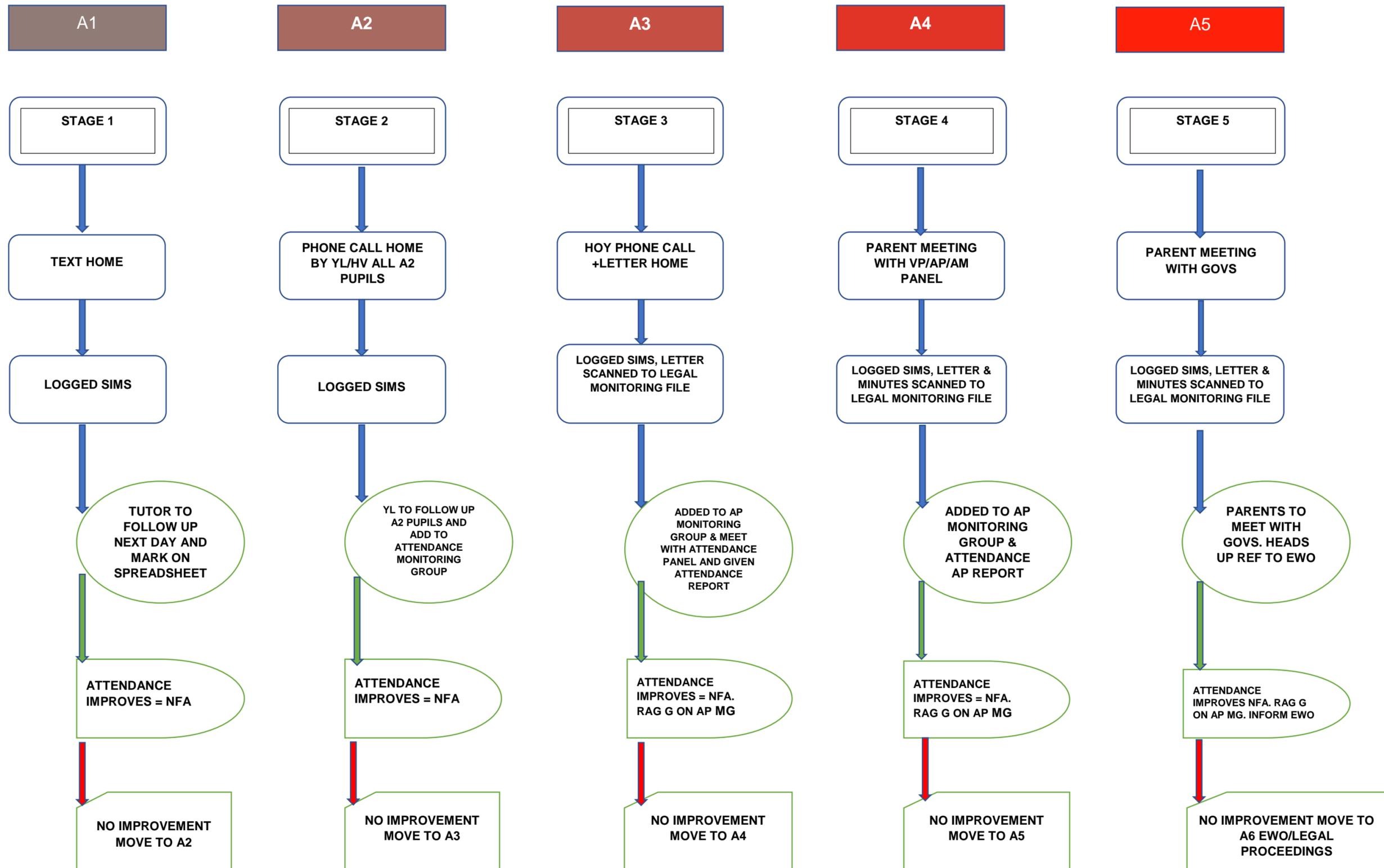
Attendance Policy Performance

Attendance and Truancy will be monitored by Governors with an annual report to the full Governing body by the Vice Principal.

Progress of the annual attendance figures will be monitored on a daily basis and reported to Governors within each Full Governing Body Meeting

The effectiveness of particular strategies will be monitored by attendance data and other self – evaluation methods.

ATTENDANCE TRIGGERS AND INTERVENTIONS



ATTENDANCE TEAM PROCESS AND STAFFING STRUCTURE

