

# King Edward VI School

## Attendance Policy

Prepared by:	Beverley Tucker Deputy Headteacher
Approved by:	Pastoral Committee 16/10/18
Signature of Chair of Governors:	
Status & review cycle	Statutory Annual
Date approved:	
Review date:	October 2019

## Contents

1. Aims.....	2
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. School procedures .....	4
5. Authorised and unauthorised absence .....	6
6. Attendance monitoring .....	8
7. Responsibilities .....	9
8. Attendance monitoring .....	10
9. Legal Sanctions .....	10
10. Collection and Analysis of Data.....	11
11. Strategies for promoting attendance .....	11
12. Monitoring arrangements .....	12
13. Links with other policies .....	12
Appendix 1: Attendance Codes.....	13
Appendix 2: Parent Information.....	15
Appendix 3: Frequently Asked Questions .....	17
Appendix 4: Attendance Guide for Students.....	18
Appendix 5: LOA form.....	19
Appendix 6: Rewards.....	21
Appendix 7: Monitoring Process.....	22
Appendix 8: Parent Letters.....	23

.....

## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student 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.

## Introduction

King Edward VI School is committed to providing an education of the highest quality for all its students and recognises that this can only be achieved by supporting and promoting excellent school attendance for all. There is clear evidence of a link between good attendance at school and high levels of attainment. Only by attending school every day and arriving on time will students be able to take full advantage of the educational opportunities available to them.

The whole school community – students, parents/carers, school staff and governors - have a responsibility for ensuring students attend school every day.

This policy is based on current government and Local Authority guidance/statutory regulations. The school will ensure that all members of the school community know of the policy and have access to it.

### 1.1 School's roles and responsibilities

**All** staff at King Edward VI School have a key role to play in supporting and promoting excellent school attendance our annual target is a minimum of 96.4%. Staff will work together to provide an environment in which all students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

## 2. 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Children Missing from Education: Statutory Guidance for Local Authorities 2016](#)

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

## 3. Roles and responsibilities

### 3.1 The governing board

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis, this responsibility is delegated to the Pastoral Committee. It also holds the Headteacher to account for the implementation of this policy.

### 3.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

A Deputy Headteacher will lead the school's work in promoting and improving attendance ensuring that the Attendance Policy is consistently applied throughout the school. The Attendance Officer is appropriately trained to ensure that up-to-date attendance data and attendance issues are shared with the Heads of College as soon as a trigger point is reached or earlier where there are other concerns.

The Heads of College will ensure that support is put in place to deal with any attendance issues. Pastoral Managers and the Attendance Officer meet with the with the Local Authority's Education Welfare Officer and share information with them regarding any concerns about a student's attendance. Attendance information and reports will be prepared by the Attendance Officer. Information on attendance will be made readily available to staff and parents/carers. Attendance reports will be made available to the Governing Body each term.

### 3.3 The Attendance Officer

The Attendance Officer:

- Monitors attendance data at the school and individual student level
- Reports concerns about attendance to the Headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notice

## 4. School procedures

### 4.1 Attendance register

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the afternoon session. It will mark whether every student 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

## 4.2 Registration

The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Teachers are responsible for completing the attendance registers and they will work with the Attendance Officer using the codes detailed below.

Students should arrive in their tutor group by **8.55am**. The register will be called promptly at **9.00am**. The register will be called by the tutor and a mark will be made during the registration period in respect of each student.

The register will close at **9.15am**. Any student who arrives **after** the closing of the register will be counted as **absent**. Students who arrive before the register closes will be counted as **present** but will be dealt with under the school's policy on punctuality and lateness.

## 4.3 Categorising absence

A mark will be made in respect of each student during registration. Any student not present at this time will be recorded as absent. This absence will be categorised as an 'unauthorised absence' **unless** leave has been authorised by the school **in advance** or where a reason for absence is known and is accepted by the school as a legitimate reason for absence. Where a reason for absence is given to the school at a later stage, the register will be amended (if required) so that the original entry and the amendment/correction are distinguishable.

King Edward VI School recognises that there are clear links between attendance and progress, and attendance and safeguarding young people. The school recognises that inappropriate authorisation of absence may potentially send a message to parents/carers that any reason for non-school attendance is acceptable and can render young people extremely vulnerable to harm. If absence is frequent or continuous, excluding where a young person is clearly unwell, staff at King Edward VI School will challenge parents/carers about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. If there are concerns about the students' welfare under our safeguarding policy and procedures, we will follow safeguarding protocols.

**A note or explanation from a student's home does not mean that an absence becomes authorised.**  
The decision whether or not to authorise an absence **will always be at the discretion of the Headteacher.**

Absence will be authorised in the following circumstances:

- a. where leave has been granted by the school in advance:
  - a student is to be educated off site, for example to participate in an approved performance for which a licence has been granted by the Local Authority
  - a student is participating in an educational trip or visit authorised by the school
  - a student is involved in an **exceptional** special event/occasion and permission has been granted by the Headteacher in advance. In authorising such an absence the individual circumstances of the particular case as well as the student's attendance, progress and ability to catch up on missed schooling will also be considered.
- b. in other **exceptional** circumstances, where permission has been granted by the Headteacher for absence and where the parents/carers with whom the young person normally resides have sought permission in advance. In authorising such an absence the individual circumstances of the particular case as well as the student's attendance, progress and ability to catch up on missed schooling will also be considered.
- c. where the school is satisfied that the student is too ill to attend
- d. where the student has a medical appointment (although parents/carers should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards or send him/her to school beforehand
- e. where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions

- f. where the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents/carers belong
- g. where the Local Authority have a duty to make travel arrangements for the purpose of facilitating the student's attendance at the school and have failed to discharge that duty
- h. where the student is of no fixed abode (identified as from the Traveller community) and the student has attended school as often as the nature of the trade permits **and** he/she has attended 200 sessions in the preceding 12 months
- i. where the student has been excluded from the school and no alternative provision has been made
- j. in other very **exceptional circumstances** where a request could not have been made in advance (e.g. a family bereavement) and **for a very limited period**.

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- a. no explanation has been given by the parent/carer
- b. the school is not satisfied with the explanation
- c. the student is staying at home to mind the house
- d. the student is shopping during school hours
- e. the student is absent for **unacceptable** reasons, e.g. a birthday
- f. the student has been stopped during a truancy sweep and is unable (or the parent/carer is unable) to give a satisfactory reason for the absence.

See **Appendix 1**.

#### **4.4 Approved educational activity**

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

#### **4.5 Class registers**

In order to track student's whereabouts throughout the day, deal with any truancy that occurs after morning or afternoon registration, and to ensure the safety of students, teachers will take a register at the beginning of the morning and afternoon sessions to record absence and lateness. Any sudden absences that occur during the day will be picked up immediately by teachers and urgent measures will be taken to locate the student. Reception must be alerted by emailing [reception\\_team@king-ed.suffolk.sch.uk](mailto:reception_team@king-ed.suffolk.sch.uk).

#### **4.6 Staff Training**

The Senior Leadership Team will ensure that all staff responsible for taking registers, including any temporary or supply staff, receives sufficient training to enable them to perform the task accurately. Staff should complete the register within the first ten minutes of lesson.

### **5. Authorised and unauthorised absence**

Attendance has a very high profile at King Edward VI School and is regularly discussed at assemblies and in tutor groups. The school will celebrate and reward good or improved attendance e.g. by the issue of certificates/rewards. Parents/carers are regularly reminded in newsletters and at school meetings about the importance of good attendance. The Attendance Policy will be made available on request and via the school website.

King Edward VI School will contact parents where there is a concern regarding the level of attendance or late arrivals at school.

#### **5.1 Granting approval for term-time absence**

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion. See Leave of Absence Form: **Appendix 5**.

## 5.2 Requests for Leave of Absence

Requests for leave of absence during term time must be made on the appropriate form by the parent/carer with whom the child normally resides. Any further evidence supporting the application may be attached to the form. The application must be made well **in advance** of the intended absence. All requests will be considered on an individual basis. **See Appendix 5**.

King Edward VI School will **consider** authorising absences for:

- parents/carers in the armed forces returning from an overseas placement
- parents/carers who are employed by the public services such as Police, Fire and Health whose holiday is rostered and changes are unable to be made
- cultural issues for families returning to their homeland
- weddings of an **immediate** family member – for the journey out and return plus a day for the ceremony (maximum of 3 days)
- any other family circumstances that the Headteacher believes would necessitate a absence in term time for the benefit of the whole family unless in exceptional circumstances such as a family bereavement (see **Appendix 2**).

Please note that parents/carers who are self-employed will be assessed on an individual basis according to the nature of the self-employment.

Requests for time off for the following reasons will not be authorised:

- cheaper cost of a holiday
- availability of the desired accommodation for a holiday
- poor weather experienced in school holiday periods
- absent parent/grandparent taking the child on holiday
- a prolonged holiday overlapping with the beginning or end of term
- holidays received as a gift.

This list is not exhaustive.

King Edward VI School will respond to all requests for a leave of absence as to whether the absence will be recorded as authorised or unauthorised.

King Edward VI School will NOT authorise time off school during periods of national tests.

## 5.3 Truancy calling

King Edward VI School has procedures for dealing with unexplained absences within the week:

King Edward VI School has an automatic system of 'truancy call'. This means that parents/carers will be contacted automatically either by telephone, email or text when a student is absent or when no explanation for the absence has been received. The system helps to identify at an early stage students who do not have a good reason for absence or who may be absent without their parent's/carer's knowledge. Where it is not possible to make direct contact with parents/carers a message will be left for the parents/carers. A parent should call in every day of absence. If a student is absent for four days or more they may be required to provide medical evidence.

If contact has not occurred between the parent/carer and school by 9.30 a.m. the following morning, then the school has a care of duty to ensure the child/children are safe under **Keeping Children Safe In Education 2018**. The following steps must take place:

1. A further attempt, by the school, to find out where the child/children are. School will ring/contact all persons included on the contact list kept by the school

2. If the school are aware of particular friendships, amongst adults, these friends will be contacted and asked the whereabouts of the child/children
3. School staff will visit the family home and ensure that they knock on the family home door. If there is no answer neighbours will be asked if they know the whereabouts of the child/children
4. If contact is still unsuccessful school will contact the Multi-Agency Safeguarding Hub to discover if there have been any safeguarding concerns regarding the child/children
5. If there are no safeguarding concerns the school will consider the child a possible 'Child Missing in Education' and begin the relevant process
6. If there are safeguarding concerns school will complete a risk assessment to ascertain whether the police need to be informed and a welfare check be undertaken by the police.

These protocols have been implemented following a Multi-Agency Case Review in March 2018. The findings of the review clearly states that all schools need to follow a 'safeguarding first' attitude when children are unaccounted for.

#### 5.4 Meetings with parents/carers

Where there is an emerging pattern to a student's absence or where staff are particularly concerned the school will contact parents/carers to notify them of their concerns. A meeting may then be arranged to discuss the reasons for the absences. At the meeting plans should be put in place with the parents/carers and the student to resolve any difficulties, to provide appropriate support and to improve the attendance within a specified time limit. It will be explained to parents/carers that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

#### 5.5 Referral to the Education Welfare Service

If there continues to be unauthorised absences by the end of the specific time (or sooner if the student is failing to attend school at all) the matter will be referred to the Education Attendance Service.

### 6. Attendance monitoring

#### 6.1 Lateness and punctuality

Students are expected to arrive at school on time every day. If they arrive late it is both very disruptive to their own education and to that of others within their class. Students who arrive after the register closes will be **marked absent for the whole session** (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student to be late. Reasons such as missing the bus, clothes in the washing machine or lost shoes will **not** be classed as a legitimate reason. A student who is persistently absent by reason of lateness will receive a sanction from the Head of College and be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the Education Attendance Service.

- a. Students who arrive late for school should register with their tutor group up until 9.15 am. After this time they should report to the school reception where they must sign in and record the reason for their lateness, collecting a slip to take to their lesson.
- b. For health and safety reasons it is important that the school knows who is in the building at any time. Students arriving late should therefore report to the school Reception and sign in. **It is VITALLY important that all students arriving late follow this procedure.**
- c. For the same reason it is vitally important that students leaving the premises legitimately (e.g. for a medical appointment) and/or returning to school later in the day complete the required information in the student book held in the school reception.



## 6.2 Post-registration truancy

Post-registration truancy occurs when a student goes missing from school having previously registered for the session. This behaviour means that the student will be potentially vulnerable to harm and will also not be receiving a full-time education. King Edward VI School takes this very seriously and will endeavour to ensure that it does not happen. If, however a student appears to have left the premises without authorisation, the school will try to make contact with his/her parents/carers immediately and inform the local police, if appropriate.

## 7. Responsibilities

### 7.1 Parent/carers' responsibilities

The prime responsibility for ensuring that children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child). Parents/carers will be supported and encouraged by King Edward VI School. See **Appendix 2 & 3**.

The Education Welfare's definition of a parent (with regards to school attendance) is:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child.

King Edward VI School expects parents/carers:

- To ensure that their child attends the school every day that school is available
- To support their child's attendance by keeping requests for absence to a minimum
- To understand that the school are unable to automatically agree requests for absence
- To not condone unjustified absence from school.

Parents/carers will also be expected to:

- notify King Edward VI School every day of their child's absence using the dedicated absence line 01284 761393, option 1 or emailing [attendance@king-ed.suffolk.sch.uk](mailto:attendance@king-ed.suffolk.sch.uk). Messages should be made by 9.00am
- ensure that their children arrive at school on time, properly dressed and with the right equipment for the day
- work in partnership with the school, for example by attending parents' meetings and consultations, signing paperwork when asked to do so, taking an interest in their children's work and activities
- contact the school without delay if they are concerned about any aspects of their child's lives. King Edward VI School will endeavour to support parents/carers to address their concerns
- Log in to Go4Schools to monitor their child's progress, attainment, attendance and behaviour
- provide medical evidence of prolonged absences such as prescriptions or medication etc. See **Appendix 8**.

### 7.2 Students' responsibilities:

All students should be aware of the importance of attending every day that school is available. If they are having difficulties that may prevent them from attending school, they should speak to their class teacher in the first instance.

Students should attend all of their lessons on time, ready to learn. Students also have a responsibility for following school procedures if they arrive late.

Students should be aware via their Tutor or through Go4Schools what their present attendance percentage is and what they need to do to improve upon it, if needed. See **Appendix 4**.

### **7.3 Governors' responsibilities**

The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are students at the school.

## **8. Attendance monitoring**

### **8.1 The Attendance Officer**

- i. monitors student absence on a daily basis
- ii. Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see **Section 7.1**)
- iii. Parents are expected to contact the school every day that their child is absent
- iv. If a student's absence goes above three days will trigger contact to the parents to discuss the reasons for this
- v. If after contacting parents a student's absence continue to rise, we will consider involving an education welfare officer
- vi. The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

See Attendance Monitoring Flowdiagram: **Appendix 7**

### **8.2 Class teachers/Form Tutors**

Class teachers/Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the Attendance Officer via SIMs or Reggie software.

### **8.3 Administration Team/Reception staff**

All support staff are expected to take calls from parents about absence and record it on the school system, SIMs with any additional comments being added on Go4Schools.

## **9. Legal Sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 student 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 the parent or withdraw the notice.

## 10. Collection and Analysis of Data

The Attendance Officer will ensure that attendance data is complete, accurate, analysed and reported to the Senior Leadership Team, parents/carers and the governing body. The data will inform the school's future practice to improve attendance.

Accurate attendance returns will be made to Suffolk County Council and the Department for Education within the stipulated time frame. Student-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

The school collects attendance data via SIMs which is used for analysis, tracking, safeguarding and trends. Data is used to track the attendance of individual students, identify whether or not there are particular groups of students whose absences may be a cause for concern, and monitor and evaluate those students identified as being in need of intervention and support.

## 11. Strategies for promoting attendance

It is of vital importance that staff create a positive atmosphere characterised by praise and encouragement for students in school and this is recognised by numerous formal and informal means including:

- merits/rewards recorded on Go4Schools
- Awards Evening and Celebration Assemblies
- informal verbal praise
- written comments in organiser
- participation and being mentioned in College 'Achievement Assemblies'
- praise recorded on work in Go4Schools
- referral to Head of Colleges or members of the Leadership Team for praise
- Tea/hot chocolate with the Headteacher
- work put on display
- congratulations in the newsletter/Celebrate
- letters and postcards home
- progress checks
- reports
- informal praise from staff

In addition to this students can expect to receive certificates for good attendance throughout the year via College Achievement assemblies, as well as six chances per year to gain entry into the prize draw for 100% attendance or most improved attendance. In addition to this other awards and incentives may be offered in order to further encourage and incentivise good attendance throughout the year.

The creation of a breakfast club enabling students to arrive early to school and purchase food before school will take place in the New Year. Eligible students from disadvantaged backgrounds will be able to obtain a free breakfast to encourage punctuality and attendance. See **Appendix 6**.

## Conclusion

Attending every day that school is available contributes to the health and safety of children and supports children in reaching their maximum potential. Being a member of a school community builds confidence, gives children a sense of belonging and teaches them to contribute and to be responsible for the well-being of others. Good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style

## 12. Monitoring arrangements

This policy will be reviewed annually by the Deputy Headteacher Pastoral. At every review, the policy will be shared with the governing board.

## 13. Links with other policies

This policy is for all staff, parents, governors, volunteers and the wider school community. It forms part of the child protection and safeguarding arrangements for our school and is one of a suite of policies and procedures which encompass the safeguarding responsibilities of the school. In particular, this policy should be read in conjunction with other policies available on our website ([Essentials, policies](#)):

- Behaviour
- Equalities
- Health Safety and Welfare
- Looked After Children (Children in Care)
- Medical
- Prevent Radicalisation
- SEND
- Child Protections and Safeguarding Policy

## Appendix 1: Attendance Codes

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

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
<b>Authorised absence</b>		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded school work has been provided and sent home
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

<b>R</b>	Religious observance	Student is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11/13 student is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Student is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for student's absence
<b>U</b>	Arrival after registration	Student arrived at school after the register closed

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

## Appendix 2: Parent Information

### Guide for Parents on school website

#### Holidays and Leave of Absence – points to consider:

Term-time absence is a significant factor in children's under-achievement and we feel a reasonable, achievable target for most students is 96.5% attendance (approximately 3 days of absence in a year).

Children have approximately 12 weeks a year of school holidays – please consider taking them away during this time

Children who find English or Maths difficult often find it even harder to catch up on work missed

Parents do not have the right to take their child out of school for holidays in term-time. Should you feel that there are exceptional circumstances that require you to take your child out of school during term-time, a Leave of Absence Form is available to download. Hard copies are available from Student Services and Reception

If Leave of Absence is granted, the absence is recorded as Authorised. Since September 2013, the government has viewed absences for holidays as Unauthorised

If the school refuses a request for term-time Leave of Absence and the child is still taken out of school anyway, this will be recorded as an Unauthorised Absence on the child's attendance record and school report, and a Penalty Notice may be issued.

On September 1st 2014 Suffolk County Council made amendments to the Penalty Notices Code of Conduct. Please read the attached [letter and information leaflet](#) for more information.

[Click here](#) to download a Leave of Absence form.

#### Medical Appointments:

Orthodontists and other medical professionals should be able to accommodate appointments outside school hours in particular for Years 10 & 11. Please aim for either early morning or late afternoon appointments. This will ensure that your child is able to complete at least a portion of their school day, and it minimises the impact of their absence on their attainment.

Please inform the school by writing a note in your child's Organiser, emailing [attendance@king-ed.suffolk.sch.uk](mailto:attendance@king-ed.suffolk.sch.uk) or leaving a telephone message on the Absence Line (01284 761393, option 1). Where applicable, please provide us with a copy of the medical card or letter regarding your child's medical appointment.

#### Holidays:

We recognise that it is more expensive to take a holiday during school breaks and that is why many parents request term-time Leave of Absence for their child. It is important, however, that parents fully consider the implications of taking their child out of school on their child's education. If an absence is not authorised we may issue a Penalty Notice or begin legal proceedings.

#### Attendance Record:

It is also important to remember that students should attend school every day that school is available.

#### 'Authorised Absence' is likely to constitute:

- Illness
- Emergency dental/medical appointment
- Day of religious observance
- Family bereavement
- Attending an interview for employment, school, university

- Extended family visits abroad (only when prior approval has been given).

Except in the case of illness, absence permission must be sought well in advance of the intended date(s). If your child is absent for 4 days or more, you may be required medical evidence. In the case of absence owing to chronic/recurring illness, you will be asked to provide a medical certificate.

**‘Unauthorised Absence’ is likely to constitute:**

The school will not authorise absence for day trips, visiting relatives, shopping, family holidays (see note below), birthdays or looking after brothers or sisters etc.

**Parent Definition:**

The Education Welfare’s definition of a parent (with regards to school attendance) is:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child.



## **Appendix 3: Frequently Asked Questions**

### **What time must my child arrive at school?**

Students should arrive in their tutor rooms by 8.55am.

### **What happens if my child is late?**

Registration finishes at 9:15am in the morning and at 2:20pm in the afternoon.

- If your child arrives after 9.00am he/she will be marked late
- If your child arrives after 9.15am he/she will be marked absent
- If your child arrives after 2:15pm he/she will be marked late
- If your child arrives after 2:20pm he/she will be marked absent.

Students who arrive after registration should report to Reception where they must sign in and record the reason for their lateness.

### **How do I report my child's absence?**

You must contact us by 9am every day that your child is absent. You can do so by emailing ([attendance@king-ed.suffolk.sch.uk](mailto:attendance@king-ed.suffolk.sch.uk)) or by leaving a telephone message (01284 761393, option 1).

### **Will the school contact me if my child is absent?**

The school has an automatic 'Truancy Call' system. This means that parents will be contacted by telephone, email or text when a student is absent if no explanation for the absence has been received.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward. Every child's attendance is monitored fortnightly by our Attendance Officer and your child's Head of College. It is discussed with our Educational Welfare Officer if it falls below target.

### **What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and is up in plenty of time each morning. Ensure that he/she leaves home in full school uniform and properly equipped. Show you value his/her education by showing interest. Keep a check on Go4Schools about your child's attendance, progress, attainment and behaviour. Have a conversation with your child about their school day. Keep an eye on your child's attendance and discuss it with them and encourage them to attend school even on days when they may feel under the weather. Contact your child's Form Tutor to discuss the support that can be offered.

### **My child is trying to avoid coming to school. What should I do?**

Contact your child's Form Tutor or Head of College to discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. We have a number of staff on the pastoral team who would be able to help and advise you.

See also Attendance – a guide for students.

## Appendix 4: Attendance Guide for Students

### Why is good attendance so important to you?

Attending school every day will help you to make the most of the opportunities here at King Edward VI School. Aim to achieve an attendance percentage of at least 96.5% (around three days absent per school year maximum). It will help you to:

- keep up with your school work and get the best results you can
- get a job – employers like people who are reliable.

Remember, your attendance at school is shown on all future school reports and references. You should arrive at school on time for registration by 8.55am. The morning register will be called promptly at 9.00am. Being late for registration may result in a lunchtime detention, except where there is a good reason.

### What to do if you are late

- If you arrive after 9.00am you should go to your tutor base, where you will be marked late and the number of minutes recorded
- If you arrive after 9:15am you should report to Reception and sign in, writing down your time of arrival and why you were late.

In both instances it is likely that you will receive a late detention.

### Absences - Acceptable Reasons for Emergency Absences include:

- Illness
- Emergency dental/medical appointments (please make routine appointments after school or during the holidays).

An unforeseen absence would require your parent or carer to contact the school each day to let us know the situation. You would need to bring in a note in your planner, evidence of medical appointments or have an email sent to the school on your return. This will be kept on your file.

### Other foreseen Absences include:

- Day of religious observance
- Family bereavement
- Attending an interview for a job, school, university etc.
- Extended family visits abroad

All of which would require the completion of a Leave of Absence form before the event. The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, or family holidays.

You will need a note in your organiser or a message left on the absence line from your parents to explain all absences from school. You will also need a note if you arrive at school after 9.15am. If you do not bring a note, or the explanation on the note is unsatisfactory, the absence will count as unauthorised and will be shown on your end of year report.

### Need help?

Are you having problems with your school work? Are you being bullied? Are your friends giving you a hard time? Are things difficult at school? Are things difficult at home? You may feel that missing school is the answer. It is not – it may even make things worse. Talk to someone – your Form Tutor, another member of staff, your parents. We will do everything we can to help you to get over the problem.

## Appendix 5: LOA form



### KING EDWARD VI SCHOOL LEAVE OF ABSENCE APPLICATION FORM

Parents applying for their child to have leave from school should complete this form and return it to school for authorisation well in advance. As a matter of school policy, the Governors have agreed that we will not routinely sanction absence during term time. The effect of such absences is damaging both for students and staff because it disrupts learning. The Government have also made it clear that parents should not normally take their children on holidays in term time and there is no legal right to do so. **Students should attend school every day that it is available.**

In certain circumstances the school may seek advice from the Local Authority. If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who may issue a Penalty Notice. This penalty must be paid in full and is £60 (per parent, per child) if paid within 21 days, doubling to £120 after 21 days. If payment is not made in full within 28 days of issue, the Local Authority may begin legal proceedings. This may lead to a fine to £1,000. All absences, authorised & unauthorised, are transferable between schools and remain on a student's record.


<b>Name of student</b>					
<b>Year, Tutor Group &amp; College</b>					
<b>Date of birth</b>					
<b>Name of Parent / Carer:</b>					
<b>Address of student:</b>					
<b>Telephone number:</b>					
<b>Date requested from</b>		<b>Date requested to</b>		<b>Total number of school days</b>	
<b>Name and school of student's sibling(s):</b>					
<b>Reason for taking a holiday/requesting time off during term</b>					
<b>Did (s)he have leave of absence during term-time in the previous school year?</b>					<b>Yes / No</b>
<b>Parent's/Carer's signature:</b>				<b>Date:</b>	

<b>Attendance:</b>	
<b>Signature of Deputy Head:</b>	<b>Date:</b>
<b>Agreed - special circumstances</b>	[   ]
<b>Not Authorised</b>	[   ]
<b>Signature of Headteacher:</b>	<b>Date:</b>
<b>For office use only:</b>	




## Attendance Rewards

2018/19




### Daily

- Students mark their own attendance in their organisers




### Weekly

- Amber Strategy for selected students, nearing PA **at certain times of the year**. Tutor issues % attendance for organisers. Amazon voucher awarded to students with 100% during monitoring period




### Fortnightly

- Tutors issue % attendance update for organisers on alternate Mondays - Attendance is written down the side margin of the previous week's attendance



### Half Termly -Achievement Assemblies

- NJR/CRC to reward points via Go4Schools for 100% attendance
- NJR/CRC to updated Attendance display board with:
  - Names of students with 100% attendance that half term
  - Names of students with 100% attendance for the whole year
  - Graphs showing attendance between colleges
  - Graphs showing attendance between tutor groups per college
  - (Students with long term medical issues or RTT are removed from this data)
- HOC to award best tutor groups with a prize, to be confirmed
- HOC to nominate the most improved students to attend a Governor's Reward Panel
- HOC to issue students with 100% attendance certificates



### Termly

- HOC to enter students with 100% attendance (for that term) into a prize draw
- HOC to enter students into a prize draw for most improved student that term

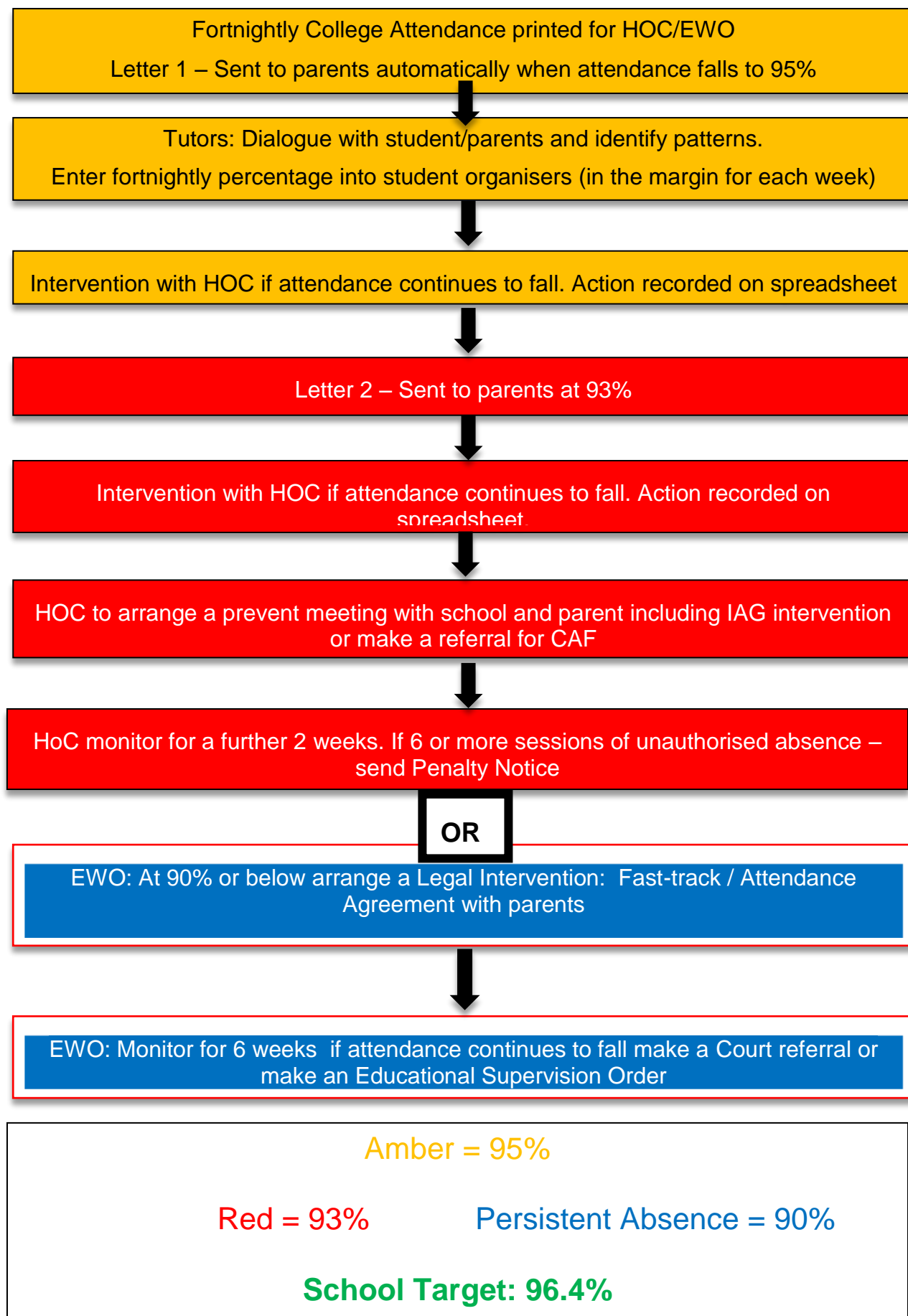


### Awards Ceremony (November)

- Headteacher/Chair of governors present 100% attendance end of year draw prize winner a big award on Sports Day

## Appendix 7: Monitoring Process

### Attendance Flowchart



## Appendix 8: Parent Letters

### Letter 1

«Parental\_addressee»  
«House\_name» «Apartment»  
«Number» «Street»  
«District»  
«Town»  
«County» «Postcode»

Dear «Parental\_Salutation»

«Legal\_Forename» «Legal\_Surname» «Year» «Reg»

The attached registration certificate shows that your child's attendance has fallen to X%, with **No. of sessions** missed since the start of this academic year. We recognise the strong link between good attendance and good academic outcomes. Students learn best when regularly in lessons. We aim to work in partnership with families to ensure that every child reaches their potential by way of regular and punctual attendance.

The government expects every student to maintain an attendance level of above 95% and classifies Persistent Absence at 90%. The table below shows cumulative absence session thresholds for 10% absence:

	<b>1 session = ½ day 90% attendance / 10% absence</b>
Half Term 1 – Sept to Oct	7+ sessions ( 3.5 days absence)
Half Term 2 - Nov to Dec	14+ sessions (7 days absence)
Half Term 3 – Jan to Feb	20+ sessions (10 days absence)
Half Term 4 – Feb to March	25+ sessions (12.5 days absence)
Half Term 5 – April to May	31+ sessions (15.5.days absence)
Half Term 6 – June to July	38+ sessions (19 days absence)

If there are particular issues you would like to discuss with myself or the form tutor, please contact the school as soon as possible. I will continue to monitor «**Legal\_Forename**»'s attendance, or if you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

**Head of College**

## Letter 2

«Parental\_Salutation»

«House\_name»

«Number» «Street»

«District»

«Town» «Postcode»

Dear «Parental\_Salutation»

«Legal\_Forename» «Legal\_Surname» «Year» «Reg»

The attached registration certificate shows that your child's attendance has continued to fall to ??% with X sessions missed for this academic year to date.

We recognise the strong link between good attendance and good academic outcomes. The government expects every student to maintain an attendance level of above 95% and classifies persistent absence at 90%. It is a legal responsibility of parents/carers to ensure that their children attend school on time each day and that their attendance does not fall below the legal minimum. I must therefore warn you that if «Legal\_Forename» has any further absences we will not be able to authorise them without medical evidence.

You do not have to obtain a letter from your doctor. We will accept a doctor's appointment card, a hospital letter, medical note, copy of prescriptions or empty medication boxes. However if there are any medical issues surrounding «Legal\_Forename» that we are unaware of, it would be helpful to know in order to enable us to authorise the illness. We may also be able to support you and «Legal\_Forename» further with a referral to the school's nurse.

If your child's attendance continues to fall the Educational Welfare Officer may consider legal action or a Penalty Notice may be issued where there have been 8 sessions (4 days) of unauthorised absence within a school year. A Penalty Notice fine is £60 per parent/carer if paid within 21 days, increasing to £120 between 21 and 28 days.

If there are particular issues you would like to discuss with myself or the form tutor, please contact the school as soon as possible. I will continue to monitor «Preferred\_Forename»'s attendance and may contact you to arrange an Attendance Improvement Plan.

Yours sincerely

**Name**

**Head of XXX College**



## Letter 3

«Parental\_addressee»  
«House\_name» «Apartment»  
«Number» «Street»  
«District»  
«Town»  
«County» «Postcode»

Dear «Parental\_Salutation»

«Legal\_Forename» «Legal\_Surname» «Year» «Reg»

I am very concerned about the attendance record of your daughter, and I am keen to work with you to address this situation. Please see the attached registration certificate showing «Legal\_Forename»'s attendance.

I would like to invite you to attend school on **DATE** at **TIME** for a meeting to discuss «Legal\_Forename»'s attendance. We will discuss issues which may be affecting your child's attendance and may put in place an attendance plan.

It is important you are aware that it is the legal responsibility of parents/carers to ensure their children attend their registered school on time each day. I must therefore inform you that unless «Legal\_Forename»'s attendance improves significantly, the Local Authority may consider legal action.

I look forward to meeting you to discuss ways in which we can work together in order to improve «Legal\_Forename»'s attendance.

Yours sincerely

Name  
**Head of XXXXX College**