

Attendance Policy

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| Date Reviewed | October 2022 |
| Reviewed By | Clare Steel (Headteacher) and Paul Smith (Attendance Lead) |
| Next Review Due | March 2024 |
| Ratified by Governors | |

Please also refer to the Gloucestershire County Council Children Missing Education and Missing Pupils (Jan 2017) for instances when a child of compulsory school age is not registered at any formally approved education activity ie. School or alternative educational establishment

<https://www.gloucestershire.gov.uk/media/15311/cme-guide-january-2017-v3.pdf>

Alderman Knight School is committed to working in partnership with parents/ carers, governors and the Local Authority to ensure Alderman Knight School provides a supportive learning community that enables all its pupils to thrive.

It is recognised that the rate of pupil progress is improved with regular attendance at school. Therefore, we will do all we can to encourage parents and carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

The school attendance target is 93%. This is the minimum target set by Gloucestershire Local Authority for all schools.

The school day starts at **8.40am** and finishes at **2.45pm** for Key Stage 3 and Key Stage 4
The school day starts at **8.50am** and finishes at **3.00pm** for Primary and Post 16

Expectations:

We expect that all pupils will:

- Attend school regularly
- Attend school punctually
- Attend school appropriately prepared for the day, dressed in school uniform and with any additional equipment or clothing required for the day
- Discuss any problems that deter them from attending school promptly with their Form Tutor or the linked Assistant Headteacher

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We expect that all parents and carers who have day to day responsibility for the children and young people will:

- Ensure regular school attendance (target 93%) and be aware of their legal responsibilities
- Ensure that their child/children arrive at school punctually and are prepared for the school day.
- Ensure that they contact the Attendance Officer via Weduc or telephone whenever the child/children is/are unable to attend school
- Contact the Attendance Officer by 9.00am on the first day of the child's absence, and each morning thereafter
- Contact the Attendance Officer promptly whenever any problems occur that may keep the child away from school

We expect that school staff will:

- Keep daily and accurate records of attendance
- Contact parents/carers as soon as possible when a pupil does not come into school and no message has been left to explain the absence
- Follow up all unexplained absences
- Encourage good attendance
- Provide a welcoming atmosphere for all pupils
- Provide a sympathetic response to any pupil's concerns
- Make contact with parents and carers of pupils who are not attending regularly
- Arrange for a meeting to discuss with parents/carers any irregular or unjustified patterns of attendance.

1. Present at School (and Punctuality)

The law makes it clear that schools must take the attendance register, as a minimum, at the start of the first session (morning) of each school day and once during the second session (afternoon). Pupils are marked present if they are in school when the register is taken. At Alderman Knight School, we expect a register to be taken at the start of every lesson. If a pupil leaves the school premises after registration they are still counted as present for that session.

It is the duty of parents/carers to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption. A pupil is considered late if they arrive after the times highlighted below;

The school day starts at 8:40am for Key Stages 3 and 4.

Pupils must be in school for this time

Pupils who arrive after 8:50am will be marked as late and the appropriate code will be given.

The school day starts at 8:50am for Primary and Post 16. Pupils must be in school for this time

Pupils who arrive after 9.00am will be marked as late and the appropriate code will be given.

Please rest assured that we are mindful of the issues with transport and traffic and will make reasonable adjustments as necessary.

If a pupil is transported by taxi and arrives late to school, the school will contact the provider or parent to see if this was due to late collection or a delay at home. Such instances will be monitored.

If the school are aware of major disruption on the roads they are able to allow some flexibility to the above lateness criteria.

Effects of Late Arrival at School

It is really important that pupils are supported to arrive on time and be present for registration sessions. As you will be aware we have deliberately built in additional tutor time for our pupils so that we can help settle them for the day. When a child arrives late to school, they will miss important information about the day as well as important parts of our day, all built in to support your children. This includes; assemblies, wake and shake sessions, reading sessions, weekly Maths challenges and general time for discussing plans for the day and checking in how everyone is feeling. It is really hard for children when they are late to just come in and try and catch up.

It would be reasonable to imagine that only being 5 or 10 minutes late does not impact much on the learning opportunities of your child. However, the following information shows just how quickly small amounts of time add up to a significant chunk of time that really will make a difference. It also impacts on the other pupils too as the staff often have to recap to try and make sure everyone is clear about the day or activity being covered.

| Minutes Late per Day | Equates to Days of Teaching Lost in one Year |
|----------------------|--|
| 5 Minutes | 3 Days |
| 15 Minutes | 9 Days |
| 30 Minutes | 18 Days |

Actions that will be taken as a result of lateness

When a pupil arrives late to school, they will be signed in by Christine Beale in the school's Main Reception area. Where possible, a member of the pastoral team will support reception with this daily and, as well as time of arrival they will establish the reason for lateness.

Pupils will also be asked about their lunch preferences at this time. They will then be taken or will walk themselves (depending on their level of independence) to their tutor room or lesson depending on time of arrival.

If a pupil is late after registration closes, the receptionist will email the tutor and linked Assistant Headteacher informing them of the pupil's arrival and reason for their delay.

The tutor team need to monitor lateness and will ensure that parents/ carers are aware if pupils have arrived late and give the reason why. If a taxi is repeatedly late then Christine Beale will contact the taxi company directly and may choose to inform GCC Transport.

If pupils are being brought in by parents/carers and are late, then the tutor needs to remind parents of the importance of punctuality and monitor carefully via Weduc initially and then by phone call. If there is no improvement, despite tutor involvement, then tutors should notify the Attendance Officer. Please note a log of contact re attendance with parents must be kept. An update on this communication may be requested by the Attendance Officer if the situation does not improve and the Attendance Officer is required to send a letter home or call a meeting.

When a pupil is identified as being regularly late (hitting the triggers) and there is no sufficient explanation for the continued lateness, the Attendance Officer will, on the agreement of the Attendance Lead, send an initial information letter to the parents/ carers and/or will notify the Local Authority transport team.

Communication by letter with Parents/ Carers when punctuality becomes a significant concern.

The trigger for a more formal approach and the sending of a letter may differ from pupil to pupil depending on individual circumstances. It will be necessary for tutors, the attendance officer and Paul Smith (Assistant Headteacher and Attendance Lead) to discuss and agree when to trigger a letter.

The attendance officer will flag to tutor teams and pastoral teams when there is repeated lateness.

The attendance officer will also consider the individual's previous year's punctuality record so it can be seen if there is a recurring pattern. This may help make the decision whether formal action is needed or if this is merely a temporary issue that will be resolved swiftly.

Suggested triggers – 2 lates in a week (without good reason) on more than 1 occasion and/or if a pupil is late on 10 occasions. A letter may be sent prior to this trigger at the discretion of key staff

1.1 Letter of Concern (See Letter 1)

Following consultation with the tutor and Assistant Headteacher in charge of Attendance and a review of the communication and actions already taken by the team, the attendance lead will complete and send a punctuality letter of concern to the parents of pupils.

The letter will contain the number of occasions the pupil has been late, their previous year's punctuality record and attendance percentage, whilst stating the expected attendance target (93%) and suggesting the parent/carer contacts the Attendance Officer for further discussion if required.

1.2 Attendance and Punctuality Letter of Concern – Continued punctuality concerns (See Letter 2)

If a pupil's punctuality continues to be an issue following the initial Letter of Concern, an Attendance and Punctuality Letter of Concern will be sent to the parents/carers to include the number of occasions the pupil has been late, their attendance percentage, a warning that a referral may be made to the Local Authority and that the parent/carer may contact the Attendance Officer to discuss improving the pupil's attendance.

1.3 Punctuality - Attendance Improvement Meeting (AIM) Letter (See Letter 3)

If the pupil continues to arrive late to school, the Attendance Lead will then escalate the absence to an AIM. An AIM letter will be sent to parents/carers stating government legislation and that a referral may be made to the Local Authority. Parents/carers will be invited to attend an Attendance Improvement Meeting with the Attendance Officer which will be led by Mr Smith (Assistant Headteacher and Attendance Lead). An attendance improvement plan will be set up.

1.4 Punctuality Attendance Improvement Meeting (AIM) Follow Up Letter (See Letter 4)

During the AIM a review date of no less than 2 weeks and no more than 8 weeks will be set to allow the school to monitor the impact of the strategies discussed at the AIM. If there have not been sufficient improvements in the pupil's attendance the Attendance Officer will then send parents an AIM Follow Up letter asking them to attend a further AIM to discuss the pupil's attendance.

Please note the AIM meetings will be led by Mr Smith (Assistant Headteacher and Attendance Lead) with the Attendance Officer present. Prior to the meeting the Attendance Officer will discuss the case with a member of the Senior Leadership Team to explore potential options to support an improvement in attendance/punctuality. The AIM meeting will focus on how to improve attendance and prevent legal proceedings being initiated whilst setting achievable targets to be reviewed within a set period.

1.5 Warning of Penalty Notice Letter (See Letter 5)

If the pupil's attendance does not improve following the AIM then a Warning of Penalty Notice letter will be sent by the Headteacher. This imposes a timeframe of 15 school days requiring 100% attendance before referral to the Local Authority.

| Letter | Punctuality Communication | Responsible | *Potential trigger – please note this may vary depending on an individual pupil's circumstances. Parents/carers must have been contacted by the tutor (Weduc then phone call) before the letter 1 trigger is actioned |
|--------|-------------------------------|-----------------|--|
| 1 | Punctuality Letter of Concern | Attendance Lead | *2 lates in a week (without good reason) on more than one occasion and/or if a pupil is late on 10 occasions. A punctuality letter of concern may be sent before this if both the tutor t and Attendance Lead feel this is appropriate |
| 2 | Formal Written Warning | Attendance Lead | Letter has no impact within first 4 weeks of first letter being sent |
| 3 | Invitation to AIM | Attendance Lead | Lates continuing despite formal letter |
| 4 | Follow Up to AIM | Attendance Lead | AIM targets not hit |
| 5 | Penalty Notice Warning | Headteacher | Parent/ carer not working with the school to improve situation and lateness continues |

2. Authorised Absence

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school, or has accepted an explanation offered afterwards as justification for absence.

An absence is authorised by the school when a pupil:

- Is absent with the prior permission of the school
- Is too ill to attend school or attending a medical appointment (and school have been informed)
- Is absent due to a religious observance
- Is absent due to a bereavement
- Is suspended from school
- Has traveller parents and the absence is related to this

2.1 Illness:

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness. If the school is not satisfied about the authenticity of the illness, the absence may be recorded as unauthorised. In some cases the school may request a "Consent to Share" be completed by the parent/carers.

The reporting of absence due to illness remains the responsibility of the parent/carers. Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised.

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If your child is ill and unable to attend school, please inform the school attendance officer, either via telephone or Weduc, by 9:00am on the first day of illness. You can of course let the tutor team know but it is very important that the attendance officer is also notified. Due to their time pressured role, tutor teams may not be able to pass a message to the office in a timely manner.

If a child is absent for more than one day, parents/carers are expected to contact the school **each day** to provide an update on their child's condition, unless otherwise agreed by the school.

Pupils Taken Ill During the School Day

If a pupil needs to be sent home due to illness, this should be discussed and agreed with a member of the Senior Leadership Team before a phone call home is made.

In such circumstances, the pupil must be collected from the school office by a parent/carer or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

2.2 Dental/ Medical appointments:

Parents are requested to notify the attendance officer as far in advance as possible of all planned appointments by completing the Medical Appointment Absence Request form on Weduc. **You will be asked to provide proof of appointments** e.g. letters etc. Where possible we ask that these appointments are made out of school time or during school holidays, especially for routine check-ups. We also ask, where possible, that the pupil attends school either side of the appointment to avoid further impact on their attendance.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent/carer or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

3. First Day of Absence

If the school has not been informed as to the reason for a child's absence, then they will contact the person allocated as priority 1 on the child's emergency details. The school aim to do this between the hours of 9:00am-10:00am each day. The attendance officer will contact via Weduc/Email in the first place, followed by a telephone call if there is no response within a reasonable timeframe.

The school will prioritise those children considered vulnerable e.g. Children Looked After; children subject to Child Protection Plans; children open to Social Care as a Child in Need; children who have previously been reported missing; pupils who make their own way to school.

The school will ask that an expected return date is given if possible. This may be if a child has sickness and diarrhoea, Covid, broken bone etc. This will then be recorded and Arbor will be updated. No further contact will be made during this absence period by the attendance officer. If the pupil absence is only expected to be one day, then no recorded date will be taken. This will allow for a call to be made the following day if the pupil remains absent.

Parents/carers will be asked to supply details of at least three people who can be contacted for medical or attendance matters. The school will check/review these details on an annual basis through parents' evenings, Weduc communication or by telephone. However, parents/carers are asked to contact the school immediately if the named people or their details change.

If the school is unable to contact any of the numbers provided, and is concerned for the welfare of the pupil, we may request a Welfare Check from the safeguarding team or police.

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Tel: **01684 295639**

Email: **admin@aldermanknight.gloucs.sch.uk**

Web: **www.aldermanknight.gloucs.sch.uk**

If a child with an allocated social worker has 2 days or more of absence, the school are required to notify the relevant social worker.

4. Further Days of Absence

If the school has not previously been informed as to the reason for a child's continued absence, then they will follow the process in point 3 above.

5. Long Term Absences

There may be an occasion where a pupil will be absent from school for longer than two weeks. This could be due to visiting family abroad or a religious occasion. In these circumstances a forwarding contact address, telephone number and email address must be produced for the period of time the pupil is absent. Arbor will be pre-populated for the expected absence time and an expected return date listed.

6. Leave of Absence Requests – ‘Exceptional Circumstances’

The Department for Education (DfE) guidance and legislation has changed in recent times and this clearly states that schools can no longer authorise any leave of absence **unless there are exceptional circumstances**. These exceptional circumstances are detailed in DfE guidance and it is only with the Headteacher's expressed permission that these absences can be granted. Parents/carers are legally obliged to make a written request for permission for a child to be absent from school during term time. Therefore, parents/carers must submit a Request for Leave of Absence form through Weduc stating the reason for the absence. The Attendance Lead and Headteacher will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent/carer with whom the child normally lives and must be sought in advance.

As stated above, the school will not grant leave of absence unless there are **exceptional circumstances**. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the request whilst taking into consideration the pupil's current attendance and other relevant factors. Please be aware that you may be required to provide the school with additional information in order to support your request. Some possible examples of exceptional circumstances are;

- Funeral of a parent, grandparent or sibling
- Wedding of a parent or sibling
- Religious observance
- Sporting events or performing arts competitions at county/national level, if the child is participating
- Graduation ceremony of an immediate family member

Please note if the school does not consider the request to be an “exceptional circumstance” then the absence will be refused. Absences taken without the permission of the Headteacher will be marked as unauthorised absence and, in the case of a parent/carer taking their child on an unauthorised holiday (G code) during term time then there is the risk of a Fixed Penalty Notice being issued by the Local Authority.

7. Unauthorised Absence:

An absence of a pupil is marked as unauthorised when a pupil is absent from school and the school is not satisfied with the reasons given for the absence. Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents/carers can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a present mark
- Shopping
- Birthdays

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- Examples such as waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, and in advance by the school)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence will be marked as unauthorised
- Unauthorised absences may result in legal sanctions, usually Penalty Notices or a referral to the Local Authority for prosecution.

| Attendance Rate | School Days Missed |
|-----------------------------|-----------------------|
| 98% attendance means | 4 school days missed |
| 95% attendance means | 10 school days missed |
| 93% attendance means | 12 days missed |
| 90% attendance means | 19 school days missed |
| 80% attendance means | 38 school days missed |

8. Actions that will be taken as a result of persistent non-attendance

The school will always look to work **with** families to ensure attendance at school is as good as it can be. Should there be any specific attendance concerns then these will be discussed by the relevant staff responsible for attendance and an appropriate intervention will take place. Given the varied needs of our pupils, the percentages below will be used as a gauge to determine whether the tolerance has been reached but this will only be a trigger and will not (alone) directly lead to an intervention.

Communication with Parents when attendance becomes a significant concern

The school attendance target is 93%. This is the minimum target set by Gloucestershire Local Authority for all schools.

8.1 Letter of Concern 88% Term 1&2 / 90% Term 3&4 / 92% Term 5&6 (See Letter 6)

Following consultation with Mr Smith (Assistant Headteacher and Attendance Lead), the Attendance Officer will complete and send a letter of concern to the parents/carers of pupils who have poor attendance figures having hit the initial trigger.

The letter will contain the pupil's current attendance data, the amount of days absent and their percentage whilst stating the expected attendance target and offering the parent/carer to make contact with the attendance officer for further discussion if required.

8.2 Follow Up Letter of Concern 85% Term 3&4 / 88% Term 5&6 / 90% Term 5&6 (See Letter 7)

If a pupil's attendance continues to drop to the next attendance trigger point following the initial Letter of Concern, a Follow Up Letter of Concern will be sent to the parents/carers to include a print out of the pupil's absence record, a record that no further absence will be authorised without evidence and that the parent/carer is required to contact the attendance officer to discuss improving the pupil's attendance.

8.3 Attendance Improvement Meeting (AIM) Letter (See Letter 8)

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If the pupil continues to have unauthorised absences the Attendance Officer will then escalate the absence to an AIM. An AIM letter will be sent to parents/carers stating government legislation and that a referral may be made to the Local Authority. Parents/carers will be invited to attend an Attendance Improvement Meeting with the Attendance Officer and Mr Smith (Assistant Headteacher and Attendance Lead). An attendance improvement plan will then be set up.

The AIM meeting will focus on how to improve attendance and prevent legal proceedings being initiated whilst setting achievable targets to be reviewed within a set period.

8.4 Attendance Improvement Meeting (AIM) Follow Up Letter (See Letter 9)

During the AIM a review date of between 2 and 8 weeks will be set to allow the school to monitor the impact of the strategies discussed at the AIM. If there have not been sufficient improvements in the pupil's attendance the Attendance Officer will then send parents/carers an AIM Follow Up letter asking them to attend a further AIM to discuss the pupil's attendance. The school will be represented at these meetings by the attendance officer and Mr Smith (Assistant Headteacher and Attendance Lead) to allow any curriculum or timetable decisions to be made at the time.

8.5 Warning of Penalty Notice Letter (See Letter 10)

If the pupil's attendance does not improve following the AIM then a Warning of Penalty Notice letter will be sent by the Headteacher. This imposes a 15 school day timeframe requiring 100% attendance to prevent a referral to the Local Authority.

| Letter | Attendance Communication | Responsible | Autumn Term | Spring Term | Summer Term |
|--------|------------------------------|--------------------------------|------------------------------|-----------------------------|-----------------------------|
| 6 | Attendance Letter of Concern | Attendance Lead | 88%* or several broken weeks | 90% or several broken weeks | 92% or several broken weeks |
| 7 | Formal Written Warning | Attendance Lead | 85% or no improvement | 88% or no improvement | 90% or no improvement |
| 8 | Invitation to AIM | Attendance Lead | Further Absence | | |
| 9 | Follow Up to AIM | Attendance Lead | AIM targets not hit | | |
| 10 | Penalty Notice Warning | Headteacher or Attendance Lead | Further Absence | | |

*please note that these figures are used as a gauge only and do not, alone lead to a letter being sent. The graduated approach above will be precluded by tutor team contact home through Weduc then phone call

9. Rewarding Good and Improved Attendance

Alderman Knight School encourages regular attendance in the following ways:

- By providing a safe, caring and welcoming environment
- By responding promptly to a child's or parent/carer's concerns about the school or other pupils
- By marking registers accurately on Arbor on a daily basis
- By publishing and displaying attendance statistics
- By celebrating good and improved attendance

- By monitoring pupil's attendance, keeping a record of all absences and reasons for absence, authorised or unauthorised, action taken, arranging meetings with parents/carers and managing referrals to the Education Inclusion Service if there is no improvement in attendance following meetings.

10. Attendance Rewards:

- At the end of every full term (December/April/July) awards will be presented to the tutor groups with the best attendance for that term to Primary, Key Stage 3 and Key Stage 4 in the Celebration Assemblies. Tutor groups will be presented with an award, certificate or both. Tutor teams and the Assistant Headteachers can also request attendance awards for pupils whose attendance has improved over the term.
- At the end of the autumn and spring terms, certificates will be awarded in assembly to pupils with 100% attendance for that term. Tutor teams and the Assistant Headteachers can also request attendance awards for pupils whose attendance has improved over the term.
- At the end of year assembly, certificates will be given to pupils who have achieved 100% attendance for the whole year. Certificates will also be presented to the Primary and Secondary tutor groups with the best attendance for the whole school year. Tutor teams and Assistant Headteachers can also request attendance awards for pupils whose attendance has improved over the term.
- Please note it is appreciated that **for some pupils, due to their particular needs**, periods of absence may be unavoidable. They **will not** be penalised for absences that are unavoidable and they will still be eligible to receive attendance awards.

11. Additional Note regarding changing schools

It is important that, if families decide to send the child/children in their care to a different school, that they inform the Headteacher as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving this school and starting the next.
- The address of the new school.
- The new home address.
- Enrolment and attendance confirmed at the new school

The pupil's school records will then be sent to the new school as soon as possible (within 15 days for CTF files and 5 days for safeguarding files). In the event that this school has not been informed of the above information, the family will be referred to the Education Inclusion Service.

13. School Organisation

In order for Alderman Knight School's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to all pupils at all times. Parents and carers must support the ethos of maximum school attendance with their child/children at home to ensure that corresponding values are being shared and adhered to.

In addition to this the Headteacher, governors and school staff have responsibility to:

- Adopt the whole policy
- Ensure that the registration procedures are carried out efficiently by form tutors and that appropriate resources are provided.
- Record all attendance with those pupils below 93% being monitored by the Attendance Officer.

- Highlight pupils with low attendance to Mr Smith (Assistant Headteacher and Attendance Lead) and the Headteacher. An individual record for each pupil will be kept giving reason for absence and any action taken.
- Arrange meetings with parent/carers and follow up actions. Pupils whose attendance does not improve will be referred to the Education Inclusion Service, Shire Hall.
- Attendance Officer to determine reason for absence from parents/carers on first day of absence
- At Alderman Knight School the key staff supporting attendance are:
The Attendance Lead – Paul Smith
The Attendance Officer – Marina Brown
The Post 16 Manager – Leon Sheppard
The Primary Lead Teacher – Janet Davies
Headteacher – Clare Steel
Co-Headteacher – Hannah Shaw
- Arrange end of term and end of year certificates and prizes for excellent attendance
- Display attendance information in relevant areas

Alderman Knight School aims to create and maintain a safe environment for children and to positively manage situations where there are child welfare concerns. The school has clearly laid down and recognised procedures for dealing with abuse or suspected abuse, and this is in line with recommendations made by the Gloucestershire Safeguarding Children Board. In addition, there are clear procedures and guidelines in place for those children with medical needs. For further information in these areas, please refer to the school's Safeguarding Children/Child Protection, Administration of Medication and Health and Safety Policies.

14. Role of Education Inclusion Service:

The Education Inclusion Service is based at Shire Hall. Referrals for non-attendance and penalty notices will be made by the school to this team.

15. Additional responsibilities of staff re attendance and registration

Please note **all staff** have a responsibility to monitor attendance.

15.1 Tutor team - the role of the tutor team is crucial in monitoring initial day-to-day attendance.

The tutor team will:

- register the pupils through Arbor in line with guidance provided by the school office and in staff guidance
- ensure the Attendance Officer is aware of absence notifications if sent direct to the tutor group, the Attendance Officer will contact parents/carers as appropriate
- monitor the attendance profile of the tutor group and raise concerns with the Attendance Officer plus the Attendance Lead as soon as possible
- monitor punctuality
- check in with parents/carers via Weduc if a pupil arrives late to school and confirm the reason, notifying the Attendance Officer if not already aware.
- discuss their attendance profile with pupils once every full term (minimum). For pupils causing concern this may become more frequent and may lead to Mr Smith (Assistant Headteacher and Attendance Lead) contacting parents/carers
- contact parents/carers about pupils causing concern in these areas

If there are any concerns then these will be discussed with the Attendance Officer and Attendance Lead.

15.2 Teaching/Teaching Support staff – will always take a register at the start of each lesson to monitor attendance across the curriculum. If pupils are routinely absent or missing lessons, then it is important that

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the subject teacher informs the tutor, the Attendance Lead and the attendance officer as absence will impact on rate of progress.

15.3 Reception – sign students who are late in after registration closes, request reason for lateness and take lunch order.

They will notify tutor staff and Mr Smith (Assistant Headteacher and Attendance Lead) via email if a pupil from their tutor group has signed in late arriving either during or after tutor time. Reception will also maintain a spreadsheet of pupils signed in or signed out, including reasons.

15.4 Attendance Officer – will cross check the AM and PM registers against all absence types they have already been notified of via Weduc, Email, Telephone or Voicemail. The attendance officer will contact the primary carers of any absent pupil who have not advised school of the absence. They will notify tutors of their absent pupils by email once they have had communication with the parents/carers. The attendance officer will also monitor the 'long term absence list' when completing the absence report and when updating Arbor and then give the pupils the agreed attendance mark.

The attendance officer will notify the SLT and linked Assistant Headteacher (PSD) of any unexplained absence of a pupil on the school's vulnerable attendee's list (see Point 3 paragraph 2) and share a 'whole school' absence report to the relevant members of SLT and Assistant Headteacher (PSD). This report will include the pupil name, tutor, reason for absence, attendance code and expected return date.

They will maintain a Weekly Attendance Percentage spreadsheet including all pupils in the school to allow monitoring of each pupil's attendance percentage via RAG rating. The data will also be used to identify absence trends. This spreadsheet data will be used by both the Attendance Officer and Attendance Lead in their fortnightly meetings and additional trigger monitoring meetings.

The Attendance Officer will authorise all medical appointments requiring up to 1 school day of absence on production of evidence by parents. Medical appointments that require more than one school day lost will be referred to Mr Smith (Assistant Headteacher and Attendance Lead) for authorisation.

The Attendance Officer will, in conjunction with the Attendance Lead, prepare any formal communication letters to be sent home to parents/carers regarding their child's attendance or punctuality using the letter templates provided. They will also provide any supporting absence or punctuality evidence required (Arbor, previous letters or spreadsheets) for communication or Attendance Improvement Meetings.

They will decide if attendance or punctuality letters are to be sent home to parents/carers following discussion with the Attendance Lead and the tutor. The Attendance Officer will report on absence concerns to the Attendance Lead who will update the Senior Leadership Team when necessary.

In discussion with Mr Smith (Assistant Headteacher and Attendance Lead) they will oversee the escalation of punctuality and absence concerns through the trigger points and ensure correct communication is being sent to the parents/carers. This will include the invite to an Attendance Improvement Meeting and producing any other relevant attendance information required at the meeting.

The attendance officer will;

- schedule at least 6 half-termly attendance review meetings with the Attendance Lead
- call meetings when a punctuality or absence record requires
- update all other spreadsheets on a regular basis
- identify all pupils with 100% attendance

15.5 Rachel Walters will provide and regularly update the list of pupils considered vulnerable e.g. Children Looked After (Hannah Silverthorn); children subject to Child Protection Plans; children open to Social Care as a Child in Need; children who have previously been reported missing. They will monitor the daily

attendance report and advise the attendance officer of the correct Arbor coding for all pupils identified as the Unauthorised Absence 'O' code.

The Attendance Officer has a list of pupils who make their own way to school or come in via parents/carers and these pupils will also be a priority if they are absent without good reason. The pupil groups above will be regularly updated by the relevant staff and the attendance officer will ensure these are prioritised as the first check list for absence.

Key Stages 3 & 4 Registration Process

Tutor Staff

1. Welcome pupils at drop off and take them through to the tutor room
2. The Mousehole Gate will be closed at 8.50am
3. All pupils arriving after 8.50am **must** enter through main reception and be signed in at the hatch
4. Have a designated member of the tutor team to take the register
5. Please do not overwrite any pre-populated boxes on the register. These will have been populated in advance by the office following a parent/carer notification of absence.
6. The a.m register must be completed by 9.00am through Arbor
7. **Registers must not be updated by tutor staff after 9.00am**
8. **Only present and absent marks are to be entered** but a comment may be added if the reason for absence is known

Office Staff

1. Any pupil arriving from 8.50am must be signed in at the hatch (using the signing in sheets) with the time, reason for lateness and lunch choice recorded.
2. Knight View staff will inform the Attendance Officer of those pupils recorded as late
3. Reception will update registers with those pupils signed in after 8.50am
4. Pupils signed in after 9.00am am will be marked as late and the appropriate code will be given
5. Number of minutes late will be entered on Arbor

Primary & Post-16 Registration Process

Tutor Staff

1. Welcome pupils at drop off and take them through to tutor room by 8.50am (Primary only)
2. Post-16 – some students are met (by prior arrangement) but the majority will enter the Post-16 Centre directly using their access fob
3. All pupils arriving after 9.00am **must** enter through main reception and be signed in at the hatch
4. Have a designated member of the tutor team to take the register
5. Please do not overwrite any pre-populated boxes on the register. These will have been populated in advance by the office or by parent notification of absence through Weduc
6. The register must be completed by 9.00am and submitted to the school office
7. **Registers must not be updated by tutor staff after 9.00am**
8. **Only present and absent marks to be entered** but a comment may be added if the reason for absence is known

Office Staff

1. Any pupil arriving from 9.00am must be signed in at the hatch (using the signing in sheets) with the time, reason for lateness and lunch choice recorded
2. Reception will update registers with those pupils signed in after 9.00am
3. Pupils signed in after 9.00am will be marked as late and appropriate code will be given
4. Number of minutes late will be entered on Arbor

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Teaching Staff

All registers **MUST** be completed promptly at the **beginning** of the lesson (within the first 10 minutes). Only present and absent marks are to be added and these will be based on whether the pupil is physically in the classroom at the time. A comment can be added if the reason for absence is known. Professional judgement

Please note - The following pages contain exemplar letters for guidance only. These letters will be personalised for the individual concerned and then sent to parents/carers following consultation with the Attendance Lead, Attendance Officer and other relevant staff. Please see the page below.

LETTER 1 – PUNCTUALITY CONCERN

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (Pupil name) (tutor group)

Punctuality Letter of Concern

I am writing with regard to Xxx's punctuality to school this year. Since the beginning of the year he/she has been late to school on x occasions. For information, last year he / she was late on xxx occasions and his / her attendance was xx%.

Under the Education Act 1996, parents and carers have a duty to make sure their children attend school. I do appreciate that poor health can sometimes have an unavoidable effect upon a child's attendance. However, government guidelines expect pupils to aim to achieve 100% attendance throughout an academic year. This includes being punctual at the start of both of the sessions of the school day.

I trust that Alderman Knight can rely on your support and that we can work together to improve Xxx's present pattern of punctuality. Should you wish to discuss the situation further please do not hesitate to contact me at school.

Yours sincerely

Xxx

Attendance Officer

LETTER 2 – ATTENDANCE & PUNCTUALITY CONCERN

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

Attendance and Punctuality Letter of Concern

I am writing with regard to Xxx's pattern of attendance. Since the beginning of the year he/she has had x days off, (plus he/she has been late to school on x occasions). This means that at present his/her attendance is xx%. For information, last year Xxx's attendance was xx% and he/she was late on xxx occasions.

I do appreciate that poor health can sometimes have an unavoidable effect upon a child's attendance. However, government guidelines expect pupils to aim to achieve 100% attendance throughout an academic year. Please note, that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

If a child of compulsory school age who is registered at a school fails to attend regularly then the parent/carer is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority, who will then start a legal process.

I trust that Alderman Knight can rely on your support and that we can work together to improve Xxx's present level of attendance. Should you wish to discuss the situation further please do not hesitate to contact me at school.

Yours sincerely

Xxx

Attendance Lead

LETTER 3 – PUNCTUALITY ATTENDANCE IMPROVEMENT MEETING (AIM) WARNING LETTER

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

**WARNING LETTER TO PARENTS
 Alderman Knight School**

Times attended: X out of a possible X sessions.

Further to our previous letter on Xxx, I am writing with regard to Xxx's pattern of attendance since the beginning of the year. The sheet enclosed gives details of his/her absence week by week.

In the aforementioned letter, it was made clear that Xxx needed to have regular attendance and punctuality to school. It was also stressed the need to supply evidence for any future absence. Since the meeting Xxx has been absent from school on X occasions and you have not provided acceptable proof of his / her inability to attend. Please note, that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

The 1996 Education Act Section 444(1) states:

"If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996"

There is a risk therefore, that if Xxx's attendance remains at the current level a referral may be made to the Local Authority who will then start a legal process. **I would appreciate if you could contact me on 01684 295639 so that an Attendance Improvement Meeting can be arranged.**

Failure to attend the meeting will result in the meeting being conducted in your absence.

Yours sincerely

Xxx

Attendance Lead

LETTER 4 – PUNCTUALITY ATTENDANCE IMPROVEMENT MEETING (AIM) FOLLOW UP LETTER

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

**WARNING LETTER TO PARENTS – PUNCTUALITY AIM FOLLOW UP
 Alderman Knight School**

Times attended: X out of a possible X sessions – XX%

At the meeting you attended on xxxxxday (date) with myself and Xxxx, Xxx was set targets for his/her attendance and punctuality. The hope was that he/she would achieve 100% attendance as a result of arriving to school on time from the date of the meeting until the (target date), but it was agreed that Xxx was to have no more than two days absence for the rest of this term. It is therefore very disappointing that Xxx has already had (XX) days off school. I have enclosed Xxx's attendance record for you to see.

At the aforementioned meeting, it was stated the need for Xxx to have regular attendance and punctuality to school. It was also stressed the need to supply evidence for any future absence and that if this were not provided then it would go down as unauthorised. Please note, that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

The 1996 Education Act Section 444(1) states:

"If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority who will start a legal process.

As Xxx has failed to meet the agreed targets I would like to invite you to an Attendance Improvement Meeting. We would also like Xxx to be present at the meeting, so that any concerns or worries can be discussed and hopefully resolved. Please note that Xxxxxxx, a member of the Senior Leadership Team, will also attend this meeting.

Please contact me at school on 01684 295639 to arrange a suitable time. If I do not hear from you I will set a date and inform you. Failure to attend the meeting will result in the meeting being conducted in your absence.

Yours sincerely

Xxx

Attendance Lead

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LETTER 5 – WARNING OF PENALTY NOTICE - PUNCTUALITY

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

WARNING OF PENALTY NOTICE - PUNCTUALITY

Under the Education Act 1996, parents and carers have a duty to make sure their children attend school regularly. This includes being punctual at the start of both of the two sessions of the school day. If a child fails to do this, then the parents or carers can be prosecuted. Please note that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

Working within a Code of Practice the Local Authority can issue a penalty notice to parents or carers where a child has missed the start of a session (morning or afternoon) on numerous occasions without permission from the school.

Xxxxxx has missed the start of XX sessions this year without prior authorisation or an acceptable reason being given to the Headteacher. Please note there are normally 2 sessions (morning and afternoon) in each school day.

I need to inform you that the level of Xxxxxx's lateness for school places you at risk of a penalty notice and/or court action by the Local Authority.

Please note, providing that there are no further incidents of being late within the next 15 school days from receipt of this letter, which will start 2 days after the date of this letter to allow for postage, a penalty notice will not be issued on this occasion.

I must draw your attention to the fact that should Xxxxxx have more incidents of lateness within the next twelve months, you may receive a penalty notice without further warning.

Yours sincerely

Xxx

C Steel
 Headteacher

LETTER 6 – ATTENDANCE CONCERN

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

Attendance Letter of Concern

I am writing with regard to Xxx's pattern of attendance. Since the beginning of the school year he/she has had x days off, plus he/she has been late to school on x occasions. This means that at present his/her attendance is xx%. For information, last year Xxx's attendance was xx% and he/she was late on xxx occasions. Please note that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

I do appreciate that poor health can sometimes have an unavoidable effect upon a child's attendance. However, government guidelines expect pupils to aim to achieve 100% attendance throughout an academic year.

I trust that Alderman Knight can rely on your support and that we can work together to improve Xxx's present level of attendance. Should you wish to discuss the situation further please do not hesitate to contact me at school.

Yours sincerely

Xxx

Attendance Officer

LETTER 7 – ATTENDANCE FOLLOW UP LETTER OF CONCERN

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

Attendance Follow-Up Letter of Concern

Further to my letter dated xx-xx-xx I am writing with regard to Xxx's pattern of attendance since the beginning of the year. The sheet enclosed gives details of his/her absence week by week.

As stated in my previous correspondence, government guidelines expect students to aim to achieve 100% attendance throughout an academic year. Please note, that the Alderman Knight attendance target for every pupil during 2022-2023 is 93%.

It is disappointing that Xxx's attendance has deteriorated further since my last correspondence and at present is below the percentages stated above. In order to authorise any future absences this year please note that some form of medical evidence will be required. This could be in the form of a note from a doctor, an appointment card, a photocopy of a prescription or a label from a prescribed medication with Xxx's name and the date on it. Any continued unauthorised absence will result in a referral to Mrs Clare Steel, the school's Headteacher.

I would appreciate if you could contact me on 01684 295639 in order that an appointment can be made to review the present situation and set some plans for improving Xxx's attendance. I trust that the school can rely on your continued support and look forward to hearing from you in the near future.

Yours sincerely

Xxx

Attendance Lead

LETTER 8 – ATTENDANCE IMPROVEMENT MEETING (AIM) WARNING LETTER

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

WARNING LETTER TO PARENTS Alderman Knight School

Times attended: X out of a possible X sessions.

Further to our meeting on Xxx, I am writing with regard to Xxx's pattern of attendance since the beginning of the year. The sheet enclosed gives details of his/her absence week by week. Please note that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

At the aforementioned meeting, it was made clear that Xxx needed to have regular attendance and punctuality to school. It was also stressed the need to supply evidence for any future absence. Since the meeting Xxx has been absent from school on X occasions and you have not provided acceptable proof of his / her inability to attend.

The 1996 Education Act Section 444(1) states:

"If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996"

There is a risk therefore, that if Xxx's attendance remains at the current level a referral may be made to the Local Authority who will start a legal process. **I would appreciate if you could contact me on 01684 295639 so that an Attendance Improvement Meeting can be arranged.**

Failure to attend the meeting will result in the meeting being conducted in your absence.

Yours sincerely

Xxx

Attendance Lead

LETTER 9 – ATTENDANCE IMPROVEMENT MEETING (AIM) WARNING FOLLOW UP LETTER

Mr / Mrs Xxx
 XXXXXXXXXXXXX
 XXXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

**WARNING LETTER TO PARENTS – AIM FOLLOW UP
 Alderman Knight School**

Times attended: X out of a possible X sessions – XX%

At the meeting you attended on xxxxxday (date) with myself and Xxxx, Xxx was set targets for his/her attendance. The hope was that he/she would achieve 100% attendance from the date of the meeting until the (target date), but it was agreed that Xxx was to have no more than Xxx days absence for the rest of this term. It is therefore very disappointing that Xxx has already had (XX) days off school. I have enclosed Xxx's attendance record for you to see.

At the aforementioned meeting, it was stated the need for Xxx to have regular attendance and punctuality to school. It was also stressed the need to supply evidence for any future absence and that if this was not provided then it would go down as unauthorised. Please note, that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

The 1996 Education Act Section 444(1) states:

"If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority who will start a legal process.

As Xxx has failed to meet the agreed targets I would like to invite you to an Attendance Improvement Meeting. We would also like Xxx to be present at the meeting, so that any concerns or worries can be discussed and hopefully resolved. Please note that Xxxxxxx, a member of the Senior Leadership Team, will also attend this meeting.

Please contact me at school on 01684 295639 to arrange a suitable time. If I do not hear from you I will set a date and inform you. Failure to attend the meeting will result in the meeting being conducted in your absence.

Yours sincerely

Xxx

Attendance Lead

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LETTER 10 – WARNING OF PENALTY NOTICE - ATTENDANCE

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

WARNING OF PENALTY NOTICE - ATTENDANCE

Under the Education Act 1996, parents and carers have a duty to make sure their children attend school regularly. This includes being punctual at the start of both of the two sessions of the school day. If a child fails to do this then the parents or carers can be prosecuted.

Working within a Code of Practice the Local Authority can issue a penalty notice to parents or carers where a child has missed a number of sessions without permission from the school. Please note that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

Xxxxxx has been absent from school for (XX) sessions in the previous (XX) weeks without prior authorisation or an acceptable reason being given to the Headteacher. This absence has therefore been recorded as unauthorised in the school register. Please note there are normally 2 sessions (morning and afternoon) in each school day.

I need to inform you that the level of Xxxxxx's unauthorised absence places you at risk of a penalty notice and / or court action by the Local Authority.

Please note, providing that there are no further unauthorised absences within the next 15 school days, which will start 2 days after the date of this letter, to allow for postage, a penalty notice will not be issued on this occasion.

I must draw your attention to the fact that should Xxxxxx have more unauthorised absences within the next twelve months, you may receive a penalty notice without further warning.

Yours sincerely

Xxx

C Steel
 Headteacher

LETTER 11 – UNEXPLAINED ABSENCE LETTER - ATTENDANCE

Mr / Mrs Xxx
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXX
 XXXXXXXX

Date

Dear Mr / Mrs Xxx,
 Re: (student name) (tutor group)

UNEXPLAINED ABSENCE LETTER

I am writing with regard to XXXXXXXX absence on XXXXXXXX. The school attempted to contact you by telephone, Weduc and email without success. Given that no satisfactory reason for the absence has been provided, it has been recorded as an Unauthorised Absence.

Under the Education Act 1996, parents and carers have a duty to make sure their children attend school. I do appreciate that poor health can sometimes have an unavoidable effect upon a child's attendance. However, government guidelines expect pupils to aim to achieve 100% attendance throughout an academic year. Please note that the Alderman Knight attendance target for every pupil during 2022 - 2023 is **93.0%**.

Our policy states that parents/carers should contact the school to report an absence by 9.00am on the day of absence.

Please contact the attendance officer upon receipt of this communication to supply the reason for XXXXXX absence to enable us to update their attendance record.

Yours sincerely

Marina Brown
 Attendance Officer

| | | | | |
|----------------------|-----------|--------------------|---------|---------------|
| Timetable for Review | Annually | 2 Years | 3 Years | 4 Years |
| Status | Statutory | Gloucestershire CC | School | |
| Circulation | Website | Weduc | SAM | School Office |

Table of Review and Modifications

| Date Reviewed | Page Number of Changes | Summary of Changes Made |
|-------------------------------|------------------------|---|
| 1 st August 2020 | P2 | Changed CME to Jan 2017 and added link to doc |
| 1 st August | P5 | Added Covid-19 Section Start/Finish times and attendance |
| | | |
| 15 th March 2022 | | Rewritten |
| 5 th October 2022 | | Checked and rewritten where necessary |
| 12 th October 2022 | | Partially rewritten to reflect DfE changes and recommendations and changes to registration periods/sessions |
| 3 rd November 2022 | | Final amendments made to the policy following consultation with key staff |
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