

KINGSDOWN SECONDARY SCHOOL ATTENDANCE POLICY

INTRODUCTION

Kingsdown recognises that regular and punctual attendance at school is a key enabler for educational success. It is also an important indicator for future educational placements and employers of engagement and commitment. We recognise that many of our pupils have had poor attendance in previous placements and some have been out of school for considerable periods before coming to Kingsdown. We also acknowledge that some of our pupils have long and difficult journeys. We therefore believe we have a crucial role to play in encouraging and developing good attendance habits.

In carrying out this role we follow the latest DfE guidance: *School attendance - Departmental advice for maintained schools, academies, independent schools and local authorities, October 2014*¹, where appropriate to our specific school context. We also follow where appropriate the latest guidance from the London Borough of Croydon regarding *The Education Welfare Service - A staged intervention approach to school attendance* and *Children Missing from Education and Pupil Off Rolling*.

PROMOTING AND ENCOURAGING GOOD ATTENDANCE

At Kingsdown we

- Recognise the importance of Maslow and aim to nurture our pupils and pay attention to their basic needs eg we provide breakfast in the mornings and ensure this is a social time when pupils can engage informally with staff.
- We make learning exciting, interesting and relevant paying attention (where necessary) to pupil's basic skills (see Curriculum statement)
- Respond to parent/carer and/or pupil concerns promptly and tactfully and do not allow them to escalate
- Reward good attendance and punctuality using the school rewards hierarchy (see Positive Behaviour Management Policy)
- Ensure attendance and punctuality is reported accurately on all school reports – for whatever purpose.
- We personalise/individualise the curriculum as appropriate
- Make a personal call home on the first day of absence and every day thereafter unless we are given a definite date for return
- Work closely with parents/carers and other agencies to ensure everyone working with the pupil is promoting good attendance (eg by not scheduling routine appointments in school hours)
- Discourage term time holidays (but recognise that for some pupils this is an important part of their personal development)
- Refer to the Education Welfare Service if pupil attendance becomes of concern.

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- Staff should take a register in every lesson and report any internal truancy

PROCEDURES

- Lisa has responsibility for attendance. She keeps the register (using the approved codes attached) and undertakes first day calling.
- Lisa keeps the late book and challenges pupils who are late
- All staff challenge pupils who have been absent or are late pointing out the impact on their learning.
- If problems persist Lisa will refer to the tutor to make contact with home and talk to the pupil
- If problems persist the tutor will refer to the Headteacher who will arrange a meeting with the parent/carer and other involved agencies. This may take place at home if the parent cannot get into school
- If the problem remains unresolved referral will be made to Education Welfare Service.

Additionally:

We will inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

We will also inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State.)

A CHILD MISSING FROM EDUCATION

A child going missing from education is a potential indicator of abuse or neglect. Staff should follow the school's procedures for dealing with children

that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

THE ROLE OF PARENTS/CARERS

- Parents have a legal duty to ensure that their child attends school regularly and punctually. Parents may be subject to a Fixed Penalty Notice or prosecution if the Education Welfare Service considers that they are failing in their duty.
- Parents/carers should avoid making routine medical/dentist appointments in term time and when this is unavoidable ensure their child/ward misses as short an amount of school time as possible.
- Parents/carers should not book holidays in term time unless authorised by the Headteacher
- Parents/carers should phone the school by 8.45am in the event of their child/ward having to miss school for any reason.

NB. At Kingsdown we do not always use percentage action triggers because every pupil's individual circumstances are so different. On any day we expect to know the whereabouts of every pupil.

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