

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.

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.
- 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.

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

Please note copy of Croydon EWS Good Practice Guide available from Lisa in the office. Wherever possible pupils should be referred to their home borough EWS.

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NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

DfES issued new Guidance on the use of Absence Codes in December 2004. Their implementation in all schools was **mandatory** from September 2006.

A summary of the Codes to be used can be found here. The full Guidance which gives details of exactly how each code is to be used can be accessed on the DfES website at:

<http://www.dfes.gov.uk/schoolattendance/uploads/Absence%20Data-Absence%20and%20Attendance%20Codes%20May2007.doc>

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