

# KIRKBY

## HIGH SCHOOL



# ATTENDANCE POLICY & PROCEDURES

# ATTENDANCE POLICY

## **AIMS**

Kirkby High School is committed to providing a full and efficient educational experience to all pupils. On the basis of equal opportunities, we will take measures to encourage regular and punctual attendance at school, and in all lessons. We believe our pupils have a right to education and to do this they require continuity and progression in their learning. Consistent attendance is an essential foundation in order to achieve potential.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career, and as a school we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a pupil's attendance we will investigate, identify and strive in partnership with parents, pupils and relevant support agencies to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

## **EXPECTATION**

### **Parents and students can expect the following from school:**

- A quality education
- Promotion of good attendance
- A clear and fully understood registration process, in accordance with statutory regulations.
- Regular, accurate and efficient recording of attendance
- Effective communication between school and the home
- Speedy action on any problems identified
- Early contact with parents when a student fails to attend

### **We expect the following from all students:**

- That they will attend school regularly
- That they will arrive on time and appropriately prepared for the day in correct school uniform with school bag, planner and equipment
- That they will inform their parents or a member of staff of any problem that may hinder them from attending school
- That they will accept help, support and guidance when offered and deemed appropriate

### **We expect the following from Parents/Carers:**

- To ensure their children attend school
- To ensure that they contact the school whenever any problem occurs that may keep their child away from school
- To ensure that they contact the school whenever their child is unable to attend due to illness
- To ensure that their children arrive in school on time well prepared for the school day

### **ENCOURAGING ATTENDANCE**

#### **We will encourage attendance in the following ways:**

- Set appropriate targets for individuals, groups and school
- Accurate completion of registers at the beginning of each session and at the start of each lesson
- Attendance checks at appropriate times
- Recording of attendance in students electronic portfolio
- A certificate and termly prize draw for 95% and over and 100% attendance in any term.
- An improved attendance certificate for any pupil achieving a significant improvement in attendance in any one term
- A class reward for the tutor group in each year with the most improved attendance in each week
- A reward for any tutor group achieving 100% attendance for any full school week

## **TYPES OF ABSENCE**

### **Authorised Absence:**

**Remember: Only the Headteacher can authorise absence.  
Parents cannot authorise absence**

- Illness – **Medical evidence must be provided for any consecutive absence of 5 days or more**
- Unavoidable medical appointments when supported by official medical documentation
- Recognised religious observance
- Funeral
- Traumatic event

The Headteacher will **not** authorise absence in the following circumstances:

- Shopping
- Birthdays
- Looking after other family members
- Waiting in for Trades People
- Haircuts
- Hospital visits
- Holidays

### **Unauthorised Absence:**

Truancy

Unexplained absence (no note/contact from Parents/Carer).

An unacceptable reason for absence is provided

Late to school after the register has closed without acceptable reason  
(Registers close at 9.55am)

Holidays - Kirkby High School, in line with current Government legislation, has a zero tolerance approach to requests for leave of absence during term time and requests for a leave of absence for a holiday will not be authorised unless there are exceptional circumstances

**Please note students removed from school for an unauthorised leave of absence of 10 sessions or more may be subject to the issue of a Fixed Penalty Notice. Non-payment of a Fixed Penalty Notice will result in court action and a criminal record**

Please see the full Leave of Absence Policy for further details

## **RESPONDING TO NON-ATTENDANCE**

**When a pupil does not attend school, we will respond in the following manner:**

- A member of School staff will contact home on first day of absence to:
  1. Make parents aware that pupil is absent
  2. Ask for explanation for absence
  3. Log parental responses in order to determine appropriate registration coding
- If contact cannot be made in the morning, a second attempt may be made in the afternoon
- If contact is still not possible an ABSENCE ENQUIRY SLIP will be sent to Parents/Carers. Parents/Carers will be advised to contact school.
- The attendance team will inform the relevant Tutor and Pastoral Leader of any failure to obtain an adequate reason for absence.
- If an acceptable reason for absence is not provided the absence will be classified as unauthorised. Unauthorised absence and /or poor attendance will result in intervention from a representative from the School Attendance Service.
- In the case of persistent non-attendance, and following a set period of intervention by the School Attendance Service, we will support any recommendations for statutory action (CRIMINAL PROCEEDINGS) made by Officers of that service acting on behalf of the Local Education Authority.

In addition, KHS supports the issue of a Penalty Notice for 10 sessions of **non-consecutive** unauthorised absence in any 10 week period or 10 or more sessions of **consecutive** unauthorised absence in any 10 week period.

## **REINTEGRATION**

The return to school for a pupil after long-term absence requires special individualised planning. The Pastoral Leader and Attendance Manager will be responsible for deciding on the programme for return and the management of that programme. All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the relevant staff as soon as possible.

Programmes will be tailored to individual needs and may involve phased, part-time re-entry with support in lessons as appropriate.

Support will be arranged between the Pastoral Leader, Tutor, Attendance Team Members and SENCO (if appropriate).

Parents will be involved and informed at each stage of the planned reintegration.

All strategies will be fully logged and form part of the pupils pastoral and academic file.

Staff will be notified of the return of long term absentees via staff briefing sessions and school bulletin.