

Attendance Policy

King Richard School



Approved by	R Sproson
Date	November 2022
Review Date	November 2023
Related Policy/Guidance	The Education Act 2002 The Education (Pupil Registration) (England) Regulations 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2010 The Education (Pupil Registration) (England) (Amendment) Regulations 2011 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 The Education (Penalty Notices) (England) (Amendment) Regulations 2013
	Department for Education Statutory Guidance: School Attendance Department for Education Statutory Guidance: Parental responsibility measures for school attendance and behaviour Department for Education Advice: Behaviour and Discipline in schools

Aim

1. Our school aims to meet its obligations with regards to school attendance by:
 - a. Promoting good attendance and reducing absence, including persistent absence. DCS considers “good” attendance is at least 96% (excluding post operational leave POL¹)
 - b. Ensuring every pupil has access to full-time education to which they are entitled
 - c. Acting early to address patterns of absence
2. 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.

School Procedures

3. **Attendance register.** Adopting statutory requirements for school attendance (England), our school is required to keep an attendance register, and all pupils must be placed on this register.
4. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:
 - a. Present
 - b. Attending an approved off-site educational activity
 - c. Absent
 - d. Authorised Absent (due to medical/dental appointments, exceptional circumstances or POL)
5. Any amendment to the attendance register will include:
 - a. The original entry
 - b. The amended entry
 - c. The reason for the amendment
 - d. The date on which the amendment was made
 - e. The name and position of the person who made the amendment
6. Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
7. Pupils must arrive in school by 0750 on each school day.
8. The register for registration will be taken at 0800 and will be kept open until 0815. The register for the first lesson will be taken at 0820.

¹ Post Operational Leave is detailed at paragraph 22 of the DCS Directive 3.2.6 School Attendance.

Unplanned Absence

9. Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 0815 or as soon as practically possible.

10. Please contact the school reception by telephone (+357)24748340 or email KRS.Enquiries@modschools.org to report of an unplanned absence.

11. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

12. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

13. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this prior to recording.

Medical or Dental Appointments

14. Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

15. However, parents are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

16. Please contact the school reception by telephone (+357)24748340 or email KRS.Enquiries@modschools.org in advance of a medical or dental appointment.

Other Term Time Absence

17. Applications for other types of absence in term time must also be made in advance.

Lateness and Punctuality

18. A pupil who arrives late but before registration has been taken will be marked as late, using the appropriate code.

19. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

20. A pupil who is regularly late to school or lessons will result in a phone call home to the parent/s. Further sanctions may be implemented (breaktime detentions/after-school detentions to make up for the time lost, when necessary).

Following up Absence

21. The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary (liaising with the district Educational Welfare Officer, if appropriate), identify whether the absence is approved or not and identify the correct attendance code to use.

22. In the first instance the school receptionist will contact the child's parent to ascertain the reason for the absence.

Reporting to parents

23. Parents will receive 3 reports throughout the academic year. Each report will include the child's current attendance figure.

Authorised and Unauthorised Absence

24. Head teachers (or designated deputy) may not grant leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Examples of 'exceptional circumstances' include:

- (1) bereavement or serious illness of relatives.
- (2) medical needs where treatment is required in the UK.
- (3) where delivery of the Defence Mission by service parents employed in specific roles impacts on the ability to observe standard leave patterns.

25. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, current attendance figure, and relevant context behind the request. The head teacher may choose to discuss a request with their local Assistant Chief Education Officer (ACEO); however, a leave of absence is granted entirely at the head teacher's (or designated deputy) discretion.

26. Valid reasons for **authorised absence** include:

- a. Illness and medical/dental appointments.
- b. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- c. Post Operational Leave - Children may be granted a maximum of ten days term time absence in support of a parent's POL. Parents must have confirmation from their Command that they are entitled to apply for this absence and will need to use the Application Form at Annex C.

27. The entitlement to and granting of POL to Service personnel is contained in JSP 760 (Ch11). Whilst it is recognised that families face unique circumstances in a military community, given operational tours, it is important that parents understand the potential risks of non-attendance at school to a child's education. The granting of POL to a serving parent is distinct from the granting of term-time absence for a pupil and it is important to highlight that families can and do enjoy the POL of the serving parent without going away and without therefore requesting that their child is absent from school during term time.

28. MOD Schools acknowledges that, as directed in JSP 760 (Ch11, section 11.4) POL will be taken '*as soon as possible and at the latest within one month, after a Service person's return from qualifying Operations or Deployments*' and will therefore coincide with academic terms. When deciding whether to grant such requests, head teachers will take into account a range of issues, for example the individual pupils' previous attendance record as well as their age and stage within the academic cycle. Head teachers are ultimately responsible for agreeing authorised absences to support POL.

29. Strategies for Promoting Attendance

Achieving favourable learning outcomes for children starts by children being at school. Regular attendance is a prerequisite to a good education and securing it must be a high priority for all. Children

will be rewarded epraise points each half term based on their overall attendance (100% = 10 epraise points, 98% = 5 epraise points 96% = 2 epraise points). Outstanding attendance will be promoted during reward assemblies each half term.

30. Attendance Monitoring

31. Attendance will be monitored by the AHT/student support. If a student attendance is below 96% a letter is sent to the parents to inform. This occurs each term. The tutor is also responsible for mentoring attendance and record any concerns related to attendance on myconcern.

32. If a pupil's absence goes above 5 continual school days, the school will contact the parents to discuss the reasons for this.

33. If a pupil's attendance is below the threshold of 96% at the end of each term a letter will be sent to parents to inform them. Support will also be offered if required through the school or Our Education Welfare Office if and when required.

Roles and Responsibilities

72. Headteacher / (School Attendance Lead):

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school confirms to all statutory requirements in respect of attendance
- Consider each request for leave against the school's criteria, decide whether some or all of the leave will be authorised and notify parents of this decision
- Where there is ambiguity regarding an absence, make the decision whether to authorise an absence or to request further evidence to support the decision-making process

73. Class teachers and Learning Support staff

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns
- To be aware of factors that can contribute to non-attendance
- To see pupils' attendance as the responsibility of all school staff
- Complete a register for the class within 10 minutes of the lesson beginning

74. Receptionist

- First day response: Contact parents if a reason for absence has not been provided and log this information accordingly
- Input and update the attendance registers
- Regularly identify and monitor pupil, class and whole school attendance and punctuality levels.
- Inform the School Attendance Lead of any concerns regarding attendance and punctuality levels

75. Governors

- Ensure compliance with DCS Directive 3.2.6 School Attendance
- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy
- Set aspirational targets for improving the school's attendance figures
- Work with the head teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent.

Name of child: _____

School/Class: _____

I would like to request permission for my child to be granted term time absence from school on the grounds of 'exceptional circumstances' for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child's education.

Explanation of exceptional circumstances

I am requesting term time absence for my child from (date) _____ until

_____ resulting in an absence of _____ school days.

I understand that I may be required to provide evidence of the above if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

Signature of parent: _____ Date: _____

Head teacher (designated deputy) use only

Thank you for your application for 'exceptional leave' for your child.

Your child's attendance record for the last term/academic year is: _____% attendance

a) I confirm that this exceptional absence has been agreed:

Signed _____ Date _____

b) Your request for exceptional leave has not been agreed for the following reason:

Signed _____ Date _____

Annex C Application for Term-Time Absence for Post Operational Leave

Name of child: _____

School/Class: _____

I would like to request permission for my child to be granted term-time absence from school during term time due to my own post operational leave. I understand that any term time leave for children is discouraged and may be detrimental to my child's education.

Explanation for exceptional leave:

I understand that DCS MOD Schools expects that a maximum of ten days is applied for and that the Serving person must have returned from a minimum of a 3 months tour of duty.

I understand that permission for this exceptional term time leave from school can only be granted by my child's head teacher.

Unit Declaration confirming entitlement to apply for term-time absence in support of POL:

<u>UNIT DECLARATION</u>	
Name of Unit	_____
Rank/Name of Unit representative	_____
This is to certify that _____ is entitled to apply for term time absence from school for their child in support of post operational leave.	
Signature of Unit representative	_____ Unit Stamp

I am requesting term time absence for my child from (date) _____ until _____ resulting in a total absence of _____ school days.

Signature of parent: _____ Date: _____

Head teacher(designated deputy) use only:

Thank you for your application for 'post-operational leave' for your child.

Your child's attendance record for the last term/academic year is: _____ % attendance

and the number of sessions missed last term/year was _____

a) I confirm that this exceptional leave has been agreed:

Signed _____

Date _____

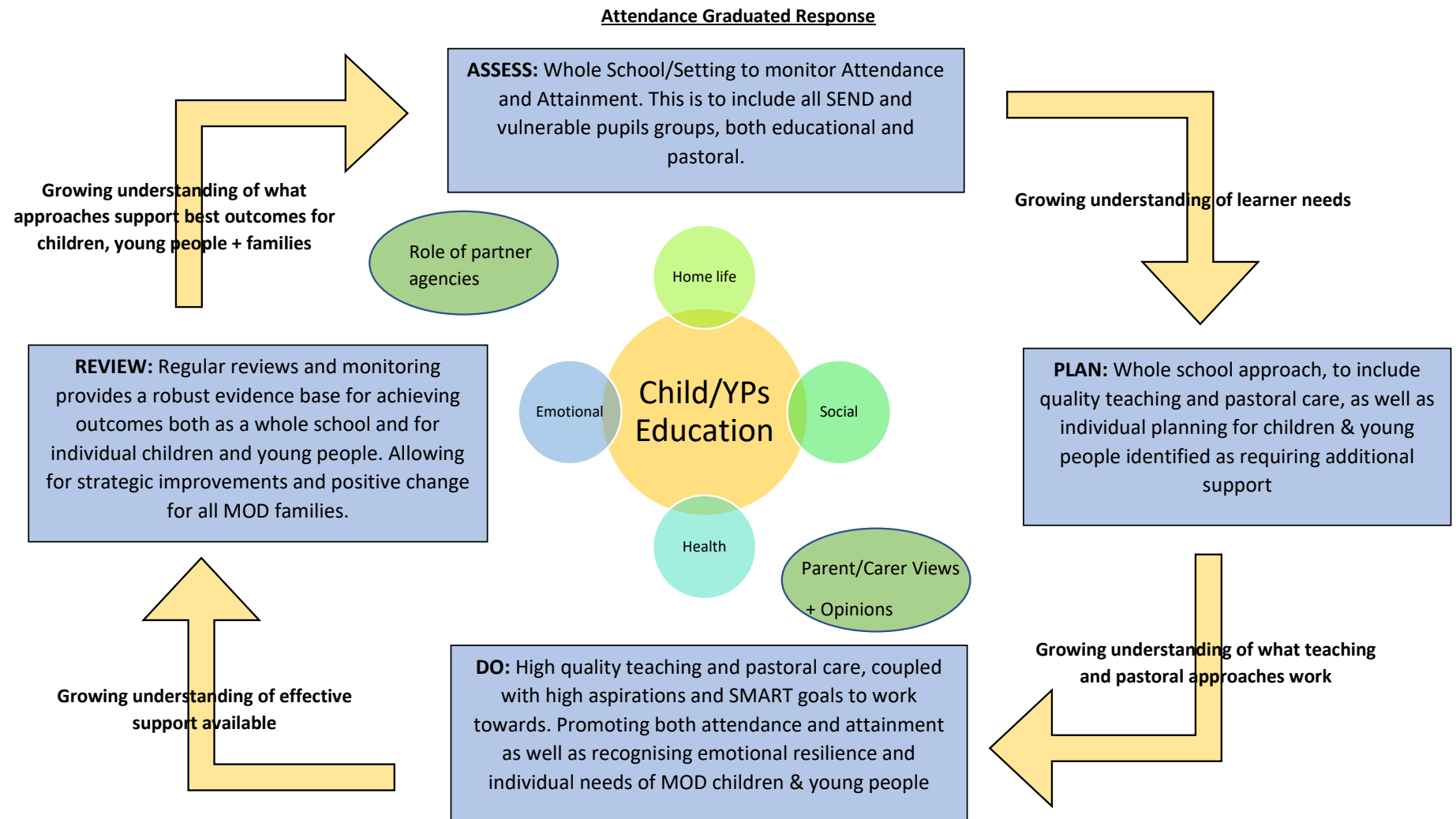
b) Your request for exceptional leave has not been agreed for the following reason:

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Signed _____

Date _____

Annex D Attendance Graduated Response



Annex E Unauthorised Attendance Flow Chart

Stage 1

First unauthorised absence recorded:

(day 1) 2 Sessions missed: Welfare T/C from school

(day 2) 4 Sessions missed: Further Welfare T/C from school

If more than 4 sessions missed with the same illness, request medical evidence such as drs note.

(day 3) If parents are not contactable after 6 missed sessions: Welfare visit to be undertaken *by school.* - *Offer of referral to informal EWO support*

(day 4) 8 Sessions missed: Depending on success of welfare visit, parents to be invited in for an informal attendance discussion.

(day 5) 10 sessions missed: If after 5 days, no attendance has been achieved and parents not contacted, child is reported as Missing from Education and reported to the EWO.

Unauthorised Persistent Lates (UPLs).

(day 1) Late arrival: Welfare T/C from school

(day 2) Repeat Late arrival: Further Welfare T/C from school – *offer of referral to informal EWO support*

(day 3) Repeat Late arrival: Welfare visit school and EWO if possible.

(day 4) Prolific Late arrivals: Referral to EWO service for support. *After this point, UPLs are supported in the same way as Repeat Unauthorised Absences*

Attendance Letters from Head Teacher to be sent to parents/carers if by day 4, no contact with family has been made and child remains out of school.

Stage 2

Repeat Unauthorised Absences & Persistent Lates

If attendance is **above 98%** and pupil has two separate unauthorised absences: School to monitor attendance.

If attendance is **above 96%** and pupil has two separate unauthorised absences: T/C from schools to discuss absence and invite to informal meeting with EWO and school. *Letter to be sent as a follow up advising around good school attendance, importance etc.*

If attendance is **below 96%** or 3 separate unauthorised absences: Referral to EWO and parents/carers invited in for MOD Attendance Review (MOR) *EWO Flow chart to be followed moving forward.*

Continued Unauthorised Absence – no contact

If a child is not in school for 5 or more days (10 sessions) the child is deemed **MISSING** from Education (**CME**) and must be reported to EWO for tracking.

School should make every effort within reason to contact the family and track the child's location and any updates should be shared directly with the EWO.

Continued Unauthorised Absence – contact made

If a child is not in school for 5 or more days (10 sessions) but the family are in contact with the school, the child is deemed **MISSING OUT** on Education.

Referral to EWO formal support with parents/carers invited to MOD Attendance Review (MOR). *EWO Flow chart to be followed moving forward.*

Attendance Letters from Head Teacher to be sent to parents/carers at each stage, advising of next steps. *Letter template available*

Stage 3

Repeat Unauthorised Absence, Persistent Lates and Continued Unauthorised Absences.

If attendance continues **below 96%** despite formal support from EWO. **After 3 MOR's** (timescales individual to the needs of the family), consideration for initiating an assessment of supportability as the families needs may not be able to be met overseas.

Further EWO support can be provided if DCS, School and Command all in agreement, this will be agreed on individual circumstances.

Continued Unauthorised Absence – no contact

If after **28 days**, school (with EWO support) unable to locate child, the child can be "off-rolled" from the setting and will remain with EWO for continued CME tracking.

Child **MUST** remain on-roll for 28 academic days before being off-rolled.

**red is optional at your discretion and DCS available to discuss and support as needed*

Annex F Template Letter Persistence Absence

Dear PARENT/CARER

Persistent Absence Letter 1/2/3

I am writing to you to inform you that your child's current school attendance is % with % of this being unauthorised.

Currently your child's attendance is at Stage 1/2/3.

I have attached a copy of our attendance flow chart for your reference.

Please delete depending on stage

Stage 1: Your child has missed X sessions since X date. Our Education Welfare Office is able to provide informal support if you wish to access this please let us know. If your child's attendance does not improve by X date, we will move to stage 2 of our attendance process.

Stage 2: Your child has now missed further sessions despite support at stage 1. They have now missed X sessions. We would like to invite you in for a MOD Attendance Review (MOR) on X date/time/location. Our Education Welfare Officer will be available to attend this review to support you and your child moving forward.

Stage 3: Despite support at stage 1 and 2, your child's attendance has not improved. At this point we are requesting a review of your family's supportability overseas and further details will be provided to you. You were informed of this decision at your last MOR on X date.

At X School, we strive to achieve the best outcomes for our children and young people and positive school attendance and attainment is at the forefront of our focus. Supported by Defence Children's Services our school is available to support you and your family at every stage of your child's education.

If you have any questions about the attendance process, please speak to us at the earliest possible opportunity.

Yours sincerely, [can be handwritten or typed]

Add signature or [Signed on original]

Name

Rank (if appropriate)

Job title, if not included in address

Copied to: List of copy addressees