



THE KING'S SCHOOL

GRANTHAM

Attendance Policy

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1. Aims

- 1.1. The school expects pupils to attend every session that the school is open. Regular attendance helps pupils to make good progress, enjoy learning and promotes positive mental health and wellbeing. We are committed to meeting our obligations with regards to School attendance by:
 - 1.1.1. Promoting good attendance and reducing absence, including persistent absence.
 - 1.1.2. Ensuring every pupil has access to the full-time education to which they are entitled.
 - 1.1.3. Acting early to address patterns of absence.
- 1.2. We will also support parents to perform their legal duty to ensure their children of compulsory school age attend all sessions that the school is open and will promote and support punctuality in attending lessons.
- 1.3. This policy sets out our expectations regarding attendance and explains how we will track and address absence.
- 1.4. The school will look to engage help from other external agencies if deemed appropriate.

2. Legislation and guidance

- 1.5. This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
 - 1.5.1. Part 6 of The Education Act 1996
 - 1.5.2. Part 3 of The Education Act 2002
 - 1.5.3. Part 7 of The Education and Inspections Act 2006
 - 1.5.4. The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
 - 1.5.5. The Education (Penalty Notices) (England) (Amendment) Regulations 2013
 - 1.5.6. Working Together to Improve Attendance 2022
- 1.6. This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

- 1.7. The Governing Board
 - 1.7.1. The Governing Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Master to account for the implementation of this policy.
- 1.8. The Head Master

The Head Master is responsible for:

 - 1.8.1. Implementation of this policy at the school.
 - 1.8.2. Monitoring school-level absence data and reporting it to governors.
 - 1.8.3. Discuss with parents, requests to take boys out of school during term-time.
 - 1.8.4. Supporting staff with monitoring the attendance of individual pupils.
 - 1.8.5. Requesting fixed-penalty notices, where necessary.

1.9. Deputy Head Master and Assistant Headteacher (Sixth Form)

- 1.9.1. Monitor attendance and identify any pupil who may be a cause for concern through weekly meetings with the Attendance Administration Officer.
- 1.9.2. Discuss the attendance of pupils with each Head of Year (HOY) at the weekly HOY briefing.
- 1.9.3. Contact and make referrals to the Local Authority as necessary and appropriate to discuss specific pupil attendance matters following discussion with the relevant HOY.
- 1.9.4. Make referrals to the Education Welfare Service when appropriate and having discussed the pupil with the relevant HOY.
- 1.9.5. Recommend Fixed Penalty Notices to the Head Master.
- 1.9.6. Discuss attendance with the Head Master prior to each Governors meeting with specific reference to the school attendance targets.
- 1.9.7. Report to the Senior Leadership Team (SLT) on attendance matters each term.

1.10. The Attendance Administration Officer

The Attendance Administration Officer is responsible for:

- 1.10.1. Taking calls from parents about absence and recording it on SIMS.
- 1.10.2. Ensures that all registers are complete each morning and afternoon session.
- 1.10.3. Contact parents if a pupil is not in school and no reason has been provided for the absence.
- 1.10.4. Ensure that tutors and HOY are informed of any communication with parents.
- 1.10.5. Maintain a pupil and staff signing in/out book.
- 1.10.6. Issue the monitoring data to HOY each week, and to the Deputy Head Master and Assistant Headteacher (Sixth Form).
- 1.10.7. Make statistical returns when required.
- 1.10.8. Monitors attendance data across the school and at an individual pupil level.
- 1.10.9. Produce letters/emails requesting information from parents in order to authorise absence when these have not been forthcoming.
- 1.10.10. Arranges calls and meetings with parents to discuss attendance issues.
- 1.10.11. Works with HOY to tackle persistent absence, including working with External agencies and Education and Inclusion officer at the Local Authority (LA) where required.

1.11. Heads of Year

- 1.11.1. Reinforce good practice in tutor meetings/briefings.
- 1.11.2. Oversee the registration process and ensure that registers are completed accurately and on time.
- 1.11.3. Follow up on queries from daily information on lesson registration and weekly printouts from am and pm registration.
- 1.11.4. Monitor the attendance of pupils in their year group and analyse data each week.
- 1.11.5. Be a point of contact for parents.
- 1.11.6. Liaise with the Attendance Administration Officer and initiate contact with parents in cases of prolonged unexplained absence.

- 1.11.7. Arrange a School Attendance Panel Meeting for parents of pupils whose attendance is causing concern.
 - 1.11.8. Identify and discuss with the Deputy Head Master (Year 7-11) or Assistant Headteacher (Sixth Form), any pupil who should be referred to the Local Authority.
 - 1.11.9. Ensure that long-term absentees have access to the curriculum, as far as is possible, by liaising with teachers.
 - 1.11.10. Re-integration of long-term absentees.
- 1.12. Form Tutors
Form Tutors are responsible for recording attendance on a daily basis and:
- 1.12.1. Completing registers accurately and by 9:00am.
 - 1.12.2. Challenge suspicious or inappropriate reasons for absence. Only the school can authorise absence, a note or explanation from parents does not guarantee authorisation. If a Form Tutor does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Head of Year.
 - 1.12.3. Inform their Head of Year of any concerns relating to pupil attendance
 - 1.12.4. Mark the register in the morning (this is the responsibility of Subject teachers in the afternoon during period 4), making sure that each boy is marked either present (/) or absent (N). No registration should be left blank. A pupil who arrives late as a result of a music lesson or examination should be marked present.
 - 1.12.5. Collect letters from parents to explain absence and forward to the school office who will record the reason for absence.
 - 1.12.6. All instances of unauthorised absence should be followed up and the Head of Year informed.
 - 1.12.7. No pupil should be absent without a reason being provided. The Attendance Administration Officer will contact parents by 9.50am and insert an absent code.
- 1.13. Parents
- 1.13.1. Contact the school by 8:45am on the first day of absence and indicate the likely date of the pupil's return to school. Parents should contact the school on each subsequent day that the pupil is absent.
 - 1.13.2. In the event of a late arrival of a pupil that is known (dental appointment, medical appointment etc.) the parents should send an email or letter to inform the school. The pupil should report to the School Office on arrival at the school.
 - 1.13.3. In the event of a late arrival of a pupil that is unforeseen, parents should make every attempt to contact the school, but where this is not possible, a note should be sent with the pupil to explain the reason for the absence. It is up to the school to decide whether it is an authorised absence.
 - 1.13.4. Notify the school in good time (usually not less than five working days) of any absence known in advance. Staff will then make arrangements, where possible, for any work missed to be completed at home.
 - 1.13.5. Provide emails or letters for all absences. Alternatively, a parent may telephone the school to explain the absence.
 - 1.13.6. Support their son to achieve maximum attendance.
 - 1.13.7. Avoid taking their son out of school during term-time.

- 1.14. Students
The school expects all pupils to attend every session that the school is open.

4. Recording attendance

- 1.15. Attendance register
- 1.16. We will keep an attendance register and place all pupils onto this register
- 1.16.1. We will take our attendance register at the start of the first session of each school day and during period 4 in the afternoon. It will mark whether every pupil is:
- 1.16.2. Present
- 1.16.3. Attending an approved off-site educational activity
- 1.16.4. Absent
- 1.16.5. Unable to attend due to exceptional circumstances
- 1.17. Any amendment to the attendance register will include:
- 1.17.1. The original entry
- 1.17.2. The amended entry
- 1.18. See appendix 1 for the DfE attendance codes.
- 1.19. We will keep every entry on the attendance register for 3 years after the date on which the entry was made.
- 1.20. Pupils must arrive in school by 08:45 on each school day.
- 1.21. The register for the first session will be taken at 08:50 and will be kept open until 09:10. The register for the second session will be taken at 13:40 and will be kept open until 14:00.
- 1.22. Unplanned absence
- 1.22.1. The pupil's parent/carer must notify the school on the first day of an unplanned absence by 08:45 (see also section 7).
- 1.22.2. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- 1.22.3. If the school has concerns about a pupil's absences, the school may ask the pupil's parent/carer 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.
- 1.22.4. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.
- 1.23. Planned absence
- 1.23.1. Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
- 1.23.2. However, we encourage parents/carers 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
- 1.23.3. Applications for a longer period of time away from school should be kept to an absolute minimum. Family holidays should not be taken during term time. Requests for time off must be made well in advance and will be considered by the Head of Year in consultation with the

Headmaster or SLT Strategic Lead for Attendance. Such requests will only be authorised in exceptional circumstances and consequently parents/guardians are asked not to make travel plans until the requested absence has been agreed.

1.24. Lateness and punctuality A pupil who arrives late:

1.24.1. Before the register has closed will be marked as late, using the appropriate code

1.24.2. After the register has closed will be marked as absent, using the appropriate code Ongoing punctuality issues will be investigated by the HOY of the pupil concerned.

1.25. Following up absence

Where any pupil we expect to attend school does not attend, or stops attending, the school will:

1.25.1. Follow up on their absence with their parent/carer to ascertain the reason. The school office will telephone the parents on the first day of unexplained absence.

1.25.2. Ensure proper safeguarding action is taken where necessary.

1.25.3. Identify whether the absence is approved or not.

1.25.4. Identify the correct attendance code to use.

1.26. Reporting to parents

1.26.1. Parents/carers are able to access their child's attendance record online through the School's Reporting System.

5. Authorised and Unauthorised absence

1.27. Approval for term-time absence

1.27.1. The Head Master will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'.

1.27.2. We define 'exceptional circumstances' as family reasons or high level extra-curricular commitments. A leave of absence is granted at the Head Master's discretion.

1.27.3. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

1.27.4. Valid reasons for authorised absence include:

1.27.5. Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

1.27.6. 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.

1.27.7. Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

6. Reducing absence

1.28. Parents who have any concerns about their son's attendance should contact the school immediately.

1.29. The school expects all pupils to attend every session the school is open. A pupil may not be able to attend due to acceptable reasons, however, if there are no obvious reasons given for absence, then this will be investigated.

- 1.30. Pupils who have been absent for an extended period of time will be reintegrated into the school through an individualised program based on their needs.
- 1.31. The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

In order to reduce persistent absence, the school will follow the procedure below:

Stage	Action
1	An attendance letter will be sent home to parents where appropriate
2	A phone call will be made between the Head of Year and parents to discuss why pupil attendance is below the expected level.
3	The Head of Year will invite parents into school for a meeting to discuss strategies to encourage pupil attendance and to outline the implications of attendance not improving. We will contact external agencies including the Local Authority.
4	The case will be referred to the Local Authority. We will work with them to support each pupil to attend.

7. Legal sanctions

- 1.32. The Local Authority (LA) can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
- 1.33. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. This is per parent per child.
- 1.34. Penalty notices can be issued by a Head Master or Local Authority. The decision on whether or not to issue a penalty notice may take into account:
 - 1.34.1. The number of unauthorised absences occurring within a rolling academic year.
 - 1.34.2. One-off instances of irregular attendance, such as holidays taken in term time without permission.
 - 1.34.3. Where an excluded pupil is found in a public place during school hours without a justifiable reason.
- 1.35. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

8. Strategies for promoting attendance

- 1.36. Attendance at school is promoted in a variety of ways. Firstly, this will be through Form tutors and HOY working with pupils in tutor time and assemblies to promote the wider benefit of attending school. This includes presence in lessons being the most effective way for pupils to make progress in their learning, but also the wider mental and physical health benefits of coming to school.
- 1.37. The SLT attendance leads will work with HOY to monitor attendance data over time in all year groups.

- 1.38. The school will work together with Local Authority staff, attendance support workers, and local health services (including GPs and school nurses) to reassure families and ensure as many pupils are attending school as possible.

9. Attendance monitoring

- 1.39. The School Office monitors pupil absence on a daily basis and will contact parents on the first day of absence if notification has not been received from them.
- 1.40. Attendance patterns will be monitored by Strategic Lead for Attendance who will work with HOY to promote good attendance.
- 1.41. The pupil's parent/carer is expected to contact the school each day their child is ill.
- 1.42. If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.
- 1.43. Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The SLT Strategic Lead for attendance will compare attendance data to the national average.
- 1.44. Unauthorised attendance will be investigated and reported to the Head Master.
- 1.45. Half Termly attendance trends will be reviewed and discussed at Pastoral meetings once per half term.
- 1.46. Governors will review attendance trends.
- 1.47. Attendance data is stored on SIMS to:
- 1.47.1. Track the attendance of individual pupils or groups over time.
 - 1.47.2. Identify whether or not there are particular groups of children whose absences may be a cause for concern
 - 1.47.3. Monitor and evaluate those children identified as being in need of intervention and support

10. Monitoring arrangements

This policy will be reviewed as guidance from the DfE or Local Authority is updated.

Appendix 1 - Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code Definition Scenario

/ Present (am) Pupil is present at morning registration.

\ Present (pm) Pupil is present at afternoon registration. L Late arrival Pupil arrives late before register has closed.

B Off-site educational activity. Pupil is at a supervised off-site educational activity approved by the school.

D Dual registered. Pupil is attending a session at another setting where they are also registered.

J Interview. Pupil has an interview with a prospective employer/educational establishment.

P Sporting activity. Pupil is participating in a supervised sporting activity approved by the school.

V Educational trip or visit. Pupil is on an educational visit/trip organised, or approved, by the school.

W Work experience. Pupil is on a work experience placement.

X Not attending in circumstances relating to coronavirus (COVID-19).

Authorised absence

C Authorised leave of absence. Pupil has been granted a leave of absence due to exceptional circumstances.

E Excluded Pupil has been excluded but no alternative provision has been made.

H Authorised holiday. Pupil has been allowed to go on holiday due to exceptional circumstances.

I Illness.. School has been notified that a pupil will be absent due to illness. M Medical/dental appointment. Pupil is at a medical or dental appointment R Religious observance Pupil is taking part in a day of religious observance

S Study leave Year 11 pupil is on study leave during their public examinations

T Gypsy, Roma and Traveller absence Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised absence

G Unauthorised holiday. Pupil is on a holiday that was not approved by the school.

N Reason not provided. Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time).

O Unauthorised absence. School is not satisfied with reason for pupil's absence.

U Arrival after registration. Pupil arrived at school after the register closed. **Code Definition Scenario**

X Not required to be in school. Pupil of non-compulsory school age is not required to attend.

Y Unable to attend due to exceptional circumstances. School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody.

Z Pupil not on admission register. Register set up but pupil has not yet joined the school.

Planned school closure. Whole or partial school closure due to half-term/bank holiday/INSET day