

KING EDWARD VII SCHOOL POLICY



Attendance Policy including Post 16

Document Adopted by Governing Board

Date: September 2023

Signed (Chair):

A handwritten signature in cursive script, appearing to read 'Peter Dickson', with a horizontal line underneath.

Print Name: Peter Dickson

Leadership Team Responsibility: Catherine Jackson, Assistant Headteacher

Introduction

Regular School attendance is the key to enabling children to maximise the educational opportunities available to them. We expect every student to aim for 100% attendance during the academic year and to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to the broader School community.

There is a strong correlation between good attendance and good academic progress versus poor attendance and poor academic progress. For example at KS5 a student with good attendance will make about one grade better progress in every subject compared with a student with poor attendance.

Attendance is a matter for the whole School. The Attendance Policy should not be viewed in isolation: it is a strand that runs through all aspects of School improvement, supported by our ethos for safeguarding, consistent conduct, SEND and inclusive learning. We work with families and refer to relevant services to give support where possible, identify the reasons for poor attendance and try to resolve difficulties.

Improved School attendance can only be achieved if it is viewed as a shared responsibility between parents, carers, students, staff, the Governing Board and the wider School community. As such, all stakeholders have a responsibility to support and promote outstanding attendance.

Roles and responsibilities

Headteacher/Legalities

Government guidelines state that no leave of absence can be authorised by School for holidays during term time. School expects all holidays to be arranged out of term time. Parents do not have an automatic right to remove their child from School during term time. Where there are exceptional circumstances, School may authorise leave but will consider each request on its own merit.

Requests for leave during term time should be made in writing, by the parent/carer, providing the reason for making the request and stating specific start and end dates. The request should be submitted at least two weeks in advance of the intended leave date. Exceptional circumstances may be considered. Failure to return to School on the expected day after leave may result in a student being taken off roll at King Edward VII School and they will then need to reapply for a place. Parents should be aware that this process may not be successful because of the popularity of the School and that it is oversubscribed.

For Sixth Form students the regulations regarding attendance and funding state - 'Institutions **must** withdraw students from their programmes (i.e. remove them from roll) if they do not return to learning after being absent for 4 weeks. Education and

Skills Funding Agency (ESFA) does not distinguish between authorised and unauthorised absence for funding purposes.'

If your child does not return to School and we are unable to locate your child, the school's Education Welfare Officers, along with other nominated members of school staff, will liaise with the Children Missing in Education (CME) team. Pupils who cannot be located will be considered missing. The CME team will be informed and will pursue the matter in accordance with Local Authority procedures.

If the permission to take leave is not granted and the student still goes on holiday, the absence will be unauthorised. King Edward VII will always refer to the Local Authority when any leave of absence is taken without permission and this may lead to a Fixed Penalty Notice or court hearing.

School Term dates are available on the school website to view in advance. Please avoid booking holidays during term time

King Edward VII School acknowledges and rejoices in the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside School holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance, in line with the external guidance.

A maximum of three days in any academic year will be granted for religious observance.

Parents/Carers

At King Edward VII School we give the achievement of good attendance and punctuality high priority. Students who do not attend School cannot take advantage of educational opportunities and may not achieve their potential. The target for each student is 97% attendance or above. If a student's attendance drops below 97%, parents will be contacted by the Pastoral Team and or the Education Welfare Officer as part of the School's staged intervention plan. Parents and all School staff share the responsibility for ensuring that attendance rates are maximised and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

It is the parents' and carers' legal responsibility to ensure their child attends School. We realise that there may be occasional barriers to attendance and offer supportive strategies to overcome these barriers. It is therefore essential that parents and carers engage with School and services in a positive way.

Parents/carers are able to track their child's attendance and punctuality using Satchel. Parents are encouraged to contact Pastoral Managers / EWO for additional information.

Parents / Carers can request a copy of their child's attendance certificate at any time by contacting the attendance team.

Parents and carers must contact School if their son/daughter is absent at the start of the School day, before 10am. This should be followed up in the form of a written note from the parent/carer and with evidence, where possible and applicable.

It is vital that all non-essential appointments are taken outside of School hours, because appointments in School hours will not automatically be authorised.

Absence will be categorised as follows:

Illness – In the first instance, parents and carers need to contact the attendance officer, informing them of the illness. In order for absence to be authorised, evidence should be provided to the School. If absences for students are frequent and evidence is not available, the pastoral team will arrange to meet with parents and carers to discuss concerns.

Medical or Dental Appointments - Parents must, where possible, organise medical and dental appointments outside of the School day. These appointments may not be authorised. Where this is not possible, students should always attend before or after the designated appointment in order to reduce further impact on their education. Parents and carers should show the appointment card to School. Students leaving School during the School day to attend a medical/dental appointment must hand the appointment card in and sign out as they leave with the Attendance Officer/ reception.

Exceptional Authorised Circumstances - Relates to occasions where there is reason for absence due to exceptional circumstances, such as a family bereavement.

Legal Responsibilities:

Parents and carers have a legal responsibility to ensure that their child attends School regularly and punctually. Staff in School will support parents, carers and students to ensure this occurs and refer to external agencies for their support should it be necessary. A parent and carer must ensure regular School attendance of their child if they are a registered student at a School and of compulsory school age in the United Kingdom.

It is an offence for a parent / carer to fail to ensure their child attends school regularly under Section 4 of the Education Act 1996. Parents who fail to ensure their child attends school regularly could face a Penalty Notice Fine and/or a court summons. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Punctuality

Students are expected to be on time for School and present for the start of lessons. Lateness to School is not tolerated and contact will be made by Pastoral Managers to parents and carers regarding poor punctuality. A consequence system operates at Upper School and Lower School for lateness to School and also lateness to lessons, which can include texts home, gating (at Upper School), detention and a day in

Isolation if the issue persists. The Education Welfare Officer is also notified if the problem persists and this may be escalated to the Local Authority.

Lateness has an impact on student’s learning as there is often a retrieval exercise at the start to link the lesson to prior learning and the teacher will be explaining the context of the lesson. It is disrespectful to the student’s teachers and peers alike who will have to accommodate for this lateness. We understand that there are occasional issues for which it is hard to mitigate such as public transport breakdown, crisis at home, heavy traffic etc. We appreciate the communications we get from many students to alert us to problems.

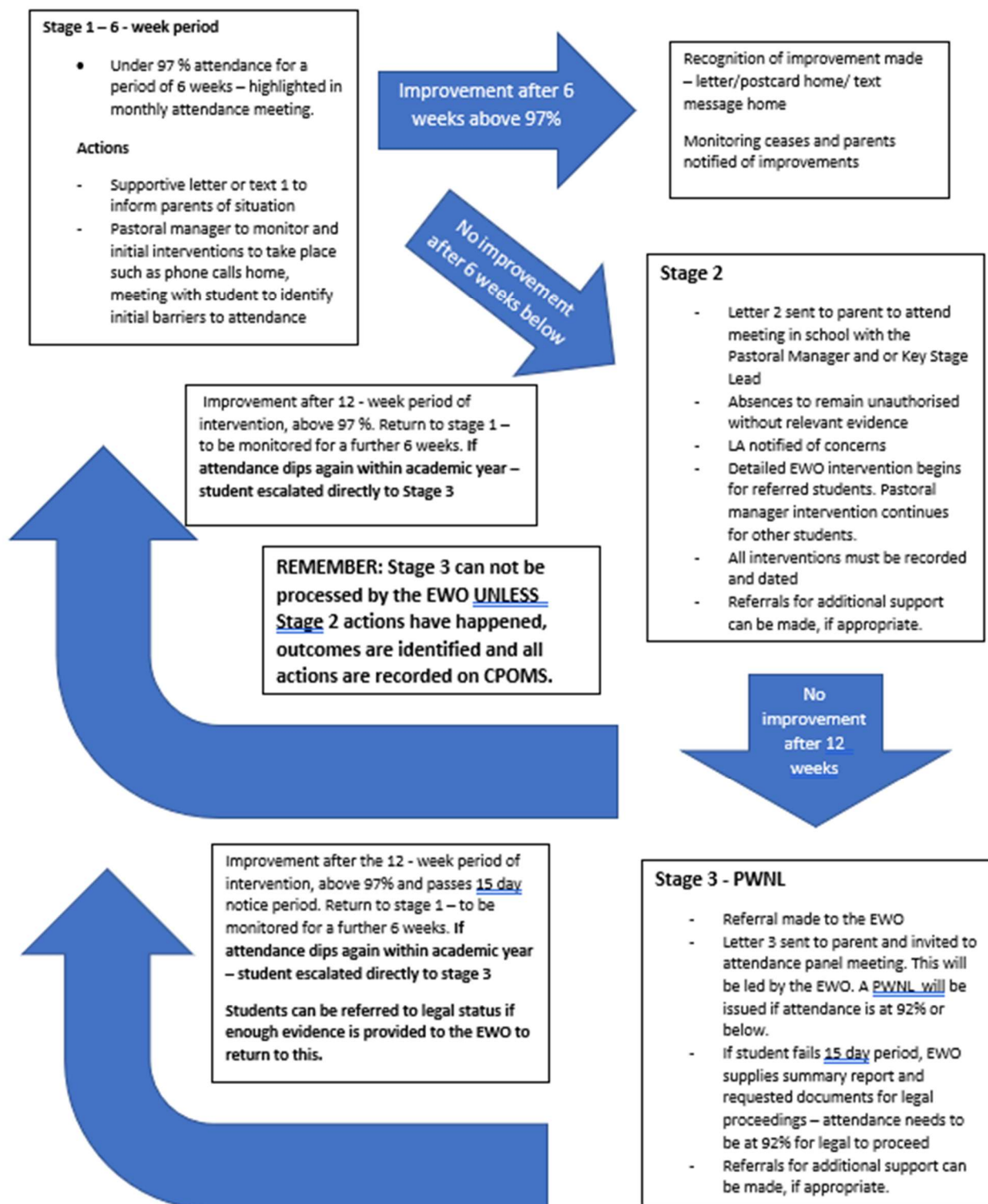
The table below indicates the start and finish times for each year group. Students must arrive promptly for the start of period 1.

Lower School			
	Year 7	Year 8	Year 9
Period 1	8:45 – 8:50	8:55 – 9:00	9:05 – 9:10
	8:50 – 10:00		
Break	10:00 – 10:15		
	10:15 – 10:20		
Period 2	10:20 – 11:20	10:20 – 11:20	10:20 – 11:20
Period 3	11:20 – 12:00	11:20 – 12:15	11:20 – 12:15
	Lunch 12:00 – 12:05		
Period 4	12:05 – 13:00	12:15 – 12:55	12:15 – 13:10
	Lunch 12:55 – 13:00		
Period 5	13:00 – 13:55	13:00 – 13:55	13:10 – 13:50
	Lunch 13:50 – 13:55	13:55 – 14:45	13:55 – 14:55
13:55 – 14:40			

Upper school				
	Year 10	Year 11	Year 12	Year 13
Period 1	8:45 – 8:50	8:55 – 9:00	8:50 – 10:00	8:55 – 9:00
	8:50 – 10:00			
Break	10:00 – 10:15		10:00 – 10:15	
	10:15 – 10:20		10:15 – 10:20	
Period 2	10:20 – 11:20	10:20 – 11:20	10:20 – 11:20	10:20 – 11:20
Period 3	11:20 – 12:15	11:20 – 12:15	11:20 – 12:15	11:20 – 12:15
	Lunch 12:55 – 13:00			
Period 4	12:15 – 12:55	12:15 – 13:10	12:15 – 12:55	12:15 – 13:10
	Lunch 13:00 – 13:55			
Period 5	13:00 – 13:55	13:10 – 13:50	13:55 – 14:55	13:55 – 15:05
	Lunch 13:50 – 13:55	13:50 – 13:55		
13:55 – 14:55				

This policy was written in conjunction with Working Together to Improve School Attendance from the Department for Education (DfE) 2022.

King Edward VII School
Attendance System Stages 2023-2024



Post 16 Attendance Intervention Policy

STAGE	INTERVENTION
0	<p>Attendance 100% to 90%. Stage 0 is ongoing for all students</p> <ul style="list-style-type: none"> ● Using lesson attendance registers the Attendance Officers follow up reasons for absence with parents and students. ● Attendance Officers contact home via email, text or phone - usually the day after an absence from lessons.
1	<p>Attendance below 90%</p> <ul style="list-style-type: none"> ● Student attends meeting with member of Post 16 Team. ● Receives a letter home informing parent / carer that this meeting is taking place. <p>Attendance is reviewed at next monitoring review point</p> <ul style="list-style-type: none"> ● If attendance improves above 90% return to Stage 0. ● If a student remains on Stage 1 for two consecutive monitoring review points they will move to Stage 2.
2	<p>Attendance below 80% or continued poor attendance</p> <ul style="list-style-type: none"> ● Parents / carers will be contacted by a member of the Post 16 Team where we will address the main issues and agree targets and support actions to improve attendance. ● An Attendance Agreement will be signed by the student, parent / carer and a member of the Post 16 team. <p>Attendance will be reviewed at the next monitoring review point.</p> <ul style="list-style-type: none"> ● If attendance improves above 90% the student returns to Stage 0; ● If attendance does not improve or declines further we will implement the next stage in the Attendance Policy.
3	<p>Attendance below 75% or failure to meet the targets set by the Attendance Agreement</p> <ul style="list-style-type: none"> ● Parent/ carer and student will be invited to a meeting with a member of the Post 16 Team ● A written warning will be issued if appropriate and the Attendance Agreement will be issued or re-issued as appropriate.

4	Attendance below 70% or continued failure to meet targets of Attendance Agreement <ul style="list-style-type: none">● Possible request to leave Sixth Form if the student is persistently absent from school or lessons and refuses to engage with intervention procedures (with due consideration of Most Likely Outcome and Pastoral/ medical needs).
----------	--

Satchel achievement points are added as a reward to Post 16 student records after the attendance review points on the following basis:

-
- Attendance of 90% or better - 10 points
- Improvement of attendance of 10% or better - 10 points