

KSSS IS PART OF THE EAST STAFFORDSHIRE TAMWORTH PRUs FEDERATION

ATTENDANCE POLICY AT KSSS

This policy is compliant with SCC policy and based on the guidance issued by the DFE on school attendance.

“Promoting excellent attendance is the responsibility of the whole school community”

Principles

The Management Committee at The Kettlebrook Short Stay School recognise that children must attend school regularly if they are to make the best of the opportunities they have to learn and make best progress.

Prolonged and consistent absence, in any year group, results in limited progress and low levels of achievement. Children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills and knowledge.

In addition repeated and consistent lateness is an unsettling start to the school day for both the child and school. Children will miss out on important learning opportunities at the start of the day and may also result in a penalty warning being issued.

As a school we follow the **Department for Education** guidelines and expect children to maintain an attendance figure above **95%** throughout the academic year.

Our Expectations at KSSS:

We expect that all pupils will:

- ✓ Attend school regularly and punctually.
- ✓ Arrive at school by 8.45am and 12:15pm for the afternoon session.
- ✓ Attend school appropriately prepared for the day.

We expect that parents/carers will:

- ✓ Ensure their child attends school regularly, punctually, properly equipped and ready to learn.

Regular attendance is a legal requirement.

- ✓ Notify the school of a pupil absence by 9.30am.
- ✓ Not take their children out of school during term time for the purpose of family holidays,
- ✓ Provide the school with up to date contact details and telephone numbers for every adult with parental responsibility.
- ✓ Contact the school promptly whenever any problem occurs that may keep a child away from school

We expect that all staff will:

- ✓ Praise pupils for punctuality and good attendance.
- ✓ Monitor pupil absence and inform the Headteacher / Attendance Officer when absence is impacting upon achievement.

We expect the Headteacher / Attendance Officer will:

- ✓ Inform parents/carers of school policy and procedures with regards to attendance.
- ✓ Monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 95% attendance is met.
- ✓ Intervene early when individual pupil absence gives cause for concern
- ✓ Develop a multi-agency response to attendance.
- ✓ Utilise the support of available specialists in relation to the attendance.
- ✓ Report termly to the Management Committee.

Recognising student's attendance

- Annual Top Attender – Engraved Name and year on the KSSS Top Attender Shield with the student taking home a small trophy.
- Termly Top Attender – Certificates given and shared.

Procedures

We expect children to arrive at school at 08:45am. On entry the paper register will be taken and pupils will be expected to hand in their valuables / phones and any medication to staff.

The school uses an electronic register. When students are on Alternative Provision / Work Experience the school will monitor their attendance by requesting registers from the Alternative provider and contacting their Work Experience Placement by phone.

Morning Registration is between 8.45am and 9.00am.

Afternoon Registration is between 12:15pm and 12.30pm.

CODES USED:

Key to codes		
/ Present (AM)	J Interview	U Late (after registers closed)
\ Present (PM)	L Late (before registers closed)	V Educational visit or trip
B Educated off site (not Dual reg.)	M Medical/Dental appointments	W Work experience
C Other authorised circumstances	N No reason yet provided for absence	# Planned whole or partial school closure
D Dual Registration	O Unauthorised Abs	Y Unable to attend due to exceptional circumstances
E Excluded	P Approved sporting activity	X Non-compulsory school age absence
G Family Holiday (not agreed)	R Religious observance	Z Pupil not on roll
H Family holiday (agreed)	S Study leave	- All should attend / No mark recorded
I Illness	T Traveller absence	

Penalty Notices: NEW SCC GUIDANCE IN FORCE FROM 1.1.2018

A Penalty Notice is a fine to a parent who fails to ensure their child’s regular attendance/punctuality at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents/carers must pay £60 if they pay within 21 days; or £120 if they pay within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Arriving Late

Students should arrive at school at 8:45am; if they arrive late between 9:00am and 9:15am they will be marked with a ‘L’ code for being late. IF they arrive after 9:15 (when the register is closed) they will be marked with a ‘U’ code and if this persists – it could result in a fixed penalty warning being issued. [Afternoon registration is at 12:15pm.]

The school office is responsible for maintaining the signing in/out book. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and be signed by supervising adult.

If a child is regularly late:

1. The Headteacher will write to parents/carers to inform them of the number of times the child has been late, how much time that they have been late for and to remind them of the school policy and expectations.

2. If lateness persists the Headteacher will invite parents/carers to a meeting with the Learning Mentor to discuss ways in which the school can support the family in getting the child to school on time.

Persistent Late

Persistent late arrival at school i.e. after the register has closed, may result in the involvement of the Education Welfare Worker. They will investigate why the child has been late on the dates given. **This investigation could result in parents/carers receiving a penalty notice.**

Attendance and Illness

If a child is ill the parent/carer's first point of action is to call the school **01827 312840** where possible, before 9.30am and notify the Attendance Officer of the absence and the reason for the absence.

This needs to be done every day of absence (unless the child is admitted to hospital, or has a long term illness-related absence for a period of time - in this instance parents/carers do not need to ring every day).

If a child is not in school and we have not had a phone call by mid-morning our Attendance Officer will call parents/carers to find out why a child is not in school.

Parents permitting absence from school without a good reason is considered an offence.

Leave of Absence

The Headteacher may not grant any leave of absence during term time unless there are "exceptional circumstances".

Holidays are not generally considered as "exceptional circumstances". It is expected that families will take holiday in the school holiday periods.

Any request for leave of absence must be made in writing to the Headteacher on the 'Request for Leave' proforma available from the school office (**Appendix 1**). **The Headteacher is the only person able to authorise leave of absence.**

The Headteacher may grant compassionate leave as authorised absence.

If leave of absence (holiday) is taken without permission, this will result in an Unauthorised Absence (G) being recorded on the child's attendance record. They will investigate why the child has been absent on the dates given. **This investigation could result in parents/carers receiving a penalty notice.**

Persistent Absence

When attendance becomes a concern

1. If a child is absent on a regular basis without adequate explanation, or is absent regularly on specific days, e.g. Monday or children are absent for prolonged periods of time, the school will contact parents/carers to discuss the problems and to seek a solution.
2. **If a child's attendance falls below 95%** at any time within the school year, the Headteacher will write to parents/carers to inform them that their child's attendance has fallen below 95%. Parents/carers will be reminded of their legal duty and of the school's policy and expectations.
3. If attendance does not improve the Headteacher will invite parents/carers to a meeting with the school's Learning Mentor to discuss ways in which the school can support the family in getting the child to school every day.
4. **When an individual pupil's attendance level falls below 90%** in any term without good reason, school will not be able to authorise any further absence for illness without medical evidence to confirm the illness. In order to authorise continued illness related non-attendance parents/carers will need to provide the school with, for example:
 - a. **A doctor's note or medical certificate**
 - b. **An appointment card date stamped to say you have visited your GP, hospital or dentist.**
 - c. **A copy of the dated prescription**
 - d. **Copy of labels from medicine bottles**

Otherwise the absences will be recorded as unauthorised (O). ***Please note we are able to administer prescribed medicines for more than 3 times per day in the school office – please ask office staff for details.***

If the child's attendance does not improve the Education Welfare Worker may become involved and this may result in a Penalty Notice being issued.

A Penalty Notice may be issued in cases of persistent absence. A warning letter will be sent and a 20 day period of improvement will commence, if there is an unauthorised absence in this 20 day period the penalty notice may be issued. Only one penalty warning notice will be issued per academic year, if attendance does not improve, statutory action will be looked at.

Penalty Notices for Excluded Children

A penalty notice may be issued to any parent who allows their excluded child to be seen in a public place at any time during school hours in their child's first 5 days of exclusion. An 'excluded child' is one who has been excluded from school for a given period under the education and inspection act 2006.

People responsible for attendance matters in this school are:

- The Headteacher, **Mrs Kirsty Rogers** has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate.
- First Day Contact: The office: **Mrs Noreen Clarke** or **Miss S Goroll** will record the reason for absence or ring home if no reason for the absence has been received.

- Request for leave of absence can only be authorised by the Headteacher, **Mrs K Rogers**
The Attendance Officer **Mrs N Clarke** will monitor the attendance and punctuality of pupils in school on a weekly basis where attendance is below 95%.
- The Headteacher or staff can be contacted regarding children being reluctant to come to school.

OTHER information:

AFTER AN EXCLUSION:

After an exclusion, a reintegration meeting (with the child, their p/c and member of SLT), is required before the student is reintegrated back into their education. If this meeting doesn't actually take place, it is the policy of KSSS (having had direction from Karl Hobson SCC Manager) that a 0 mark will be entered until the meeting takes place and the child won't be admitted; if it is longer than 5 days – this will be reported to EWW.

KSSS fulltime offer is from 8:45-2:00pm Monday to Thursday and 8:45-pm on Fridays. Students are with staff at all times, undertaking social and academic learning, earning B4L points in each session. This placement is 25 hours and 45 mins per week.

Points considered if a child requires a reduced timetable as part of their Individual Learning Plan (ILP) Appendix 1:

The Interim Head of School at KSSS sets a clear ILP which is shared with the student and their family, it is reviewed formally at each half termly Performance Review Day (with as many external agencies that the family are working with) (if not on a weekly basis as new opportunities are planned for).

Annual Register Inspections

KSSS is subject to annual Register Inspections by Staffordshire County Council. All reports are shared with the MC & the Chair of MC has a copy sent direct.

TERMLY MC MEETINGS

The Headteacher reports and discussed the Attendance in her termly report to Governors. WEEKLY overall; half termly overall; termly overall; annual overall KPI data. Including examples of the individual tracking of attendance per half term/termly with attendance targets reviewed. Due to induction periods, Alternative Provision planned for and meeting the student's emotional needs, attendance by provision is also calculated and tracked.

DAILY FEEDBACK ON ATTENDANCE TO KEYWORKERS

The Attendance Officer will email all staff – the reasons why a child is not in school on a daily basis, so that each Keyworker can also support attendance issues with parents/carers.

HALF TERMLY ATTENDANCE CLINICS

The Attendance Officer and Headteacher with the School’s EWW have assigned a morning per half term for students and their parents/carers to attend these Attendance Clinics to raise attendance and prevent legal action.

Summary

The school has a legal duty to publish its absence figures to parents/carers and to promote good attendance.

Parents/carers have a duty to make sure that their children attend school.

Staff and The Management Committee at the Kettlebrook Short Stay School, are committed to working with parents/carers to ensure that children attend school regularly.

Mrs K Rogers
Executive Headteacher

OTHER RELATED DOCUMENTS:

- KSSS: PRE-ADMISSIONS PARENT/CARER INDUCTION PACK.
- KSSS: WEBSITE
- KSSS:TEACHING & LEARNING POLICY
- DFE CHILDREN MISSING OUT ON EDUCATION
- SCC CHILDREN MISSING OUT ON EDUCATION
- KCSIE

Appendix 1 IF REQUIRED TO ALTER A STUDENT ILP

STUDENT ILP STATUS

STUDENT:		STATUS:	SINGLE / DUAL: P/EX / OTHER:
YEAR GROUP:	7/8/9/10/11		
START DATE:		EXTERNAL AGENCIES:	LST / SW / CAMHS / T3 / YOT & CP / SCHOOL COUNSELLOR / CSE / SARAC /OTHER:
STAFF:	LG / LSE		
PREVIOUS SCHOOL ILP:	F/T / P/T / HOURS / OTHER:	PROPOSED ILP:	INCREASE / DECREASE / OTHER:

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REASON FOR CHANGING ILP	TICK/ CIRCLE & GIVE REASON
ASSESSMENTS IN SCHOOL / INDUCTION INTO SCHOOL / INDUCTION INTO AP:	E.QUALTY / EAGLES / COLLEGE / BAB / OTHER:
TO MEET THE STUDENT'S LEARNING NEEDS:	SA+ / EHA / EHC ASSESS / EP / EHCP / OTHER:
CONTINUED CONFRONTATION / DAMAGE TO PROPERTY / V&A ISSUES:	SCIP / V&A / POLICE / OTHER:
CONTINUED VERBAL / OFFENSIVE BEHAVIOUR TOWARDS OTHERS:	SWEARING / RACISIM / BULLYING/ SEXUALISED BEHAVIOUR / OTHER:
CONTINUED REFUSAL TO FOLLOW INSTRUCTIONS :	B4L / STAFF TRACKER / OTHER:
OTHER: (Please specify)	

PROPOSED ILP:

<u>CURRICULUM:</u> ENGLISH		<u>PLACEMENT:</u> KSSS	
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MATHS SCIENCE ART PSHE PE FOOD OTHER:		OASIS WEX <u>AP:</u> E.QUALITY EAGLES BAB COLLEGE OTHER:	
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EXPECTED OUTCOMES OF THE CHANGE IN ILP

EVIDENCE TO MONITOR

QUALITY T&L:		LEARNING WALKS / BOOK SCRUTINY / PRD REPORTS	
SAFER ENVIRONMENT:		MIN DAMAGE / ACCIDENTS FORMS / V&A /SCIP/POLICE	
IMPROVED BEHAVIOURS:		POINTS / P.BOX / RAFFLE TICKETS	
PLANNED REINTEGRATION		WEEKLY KPI / SPIDER TRACKER/ MEETINGS	
IMPROVED STUDENT WELL BEING:		ATETNDANCE / POSITIVE B4L/ STUDENT VOICE	

P/C INFORMED AT MEETING: DATE:		P/C - KSSS - STUDENT REVIEW	
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		MEETING: DATE:	
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SIGNED: KER/LG:

DATE:

Appendix 2

Request for leave during term time (TEMPLATE LETTER)

To: The head teacher: of: Date.....

I request consideration for of leave of absence from school during term time for:

My child

.....

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are: -

.....

I have another child(ren) in another school(s) as follows:

Child full name(s)

Schools attended

Child full name(s)

Schools attended

Signature of 1st parent/carer(s).....

Print Name.....

Signature of 2nd parent/carer(s).....

Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance:% Last Year's Attendance:%

Number of school sessions taken as leave this academic year

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request:

.....

Signed: Headteacher Date:

Notification of decision letter sent to parent/carer.....(date)

Appendix 2

School Letter Leave Agreed (TEMPLATE LETTER)

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from to

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance. **Therefore, the absence to include the dates requested will be authorised.**

Our key priority is to ensure that your child(ren) are as successful as possible and are able to achieve (his/her) full potential. I would therefore ask that you support your child in catching up on the time they will miss in school.

Yours sincerely

K Rogers
Executive Headteacher

Appendix 3

School Letter Leave Not Agreed (TEMPLATE LETTER)

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from to

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period it will be recorded as Unauthorised Absence.**

As a school we are obliged to inform you that **you may be subject to a Penalty Notice if you proceed and your child's absence from school is recorded as unauthorised.** This is in line with Staffordshire County Council Code of Conduct.

The Penalty Notice fine would be :-

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his/her full potential and gains maximum benefits from his/her educational experience.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

Mrs K Rogers
Executive Headteacher