

# ATTENDANCE POLICY

**Attendance matters. The Kimberley School seeks to ensure that all students receive a full-time education which maximises opportunities for every student to reach or exceed their academic and social potential.** The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to sustain high levels of attendance and punctuality and will challenge the behaviour of those students and parents/carers who do not do so. Our priority is to support students and parents/carers to secure good attendance. Appendix 1 sets out the impact that poor attendance can have on achievement. If parents/carers have any concerns about their child's attendance, then they should contact the Student Support Team who will be happy to help.

## 1. How should parents/carers report an absence?

- 1.1. Parents/carers should contact the school before 8:45am on each day of absence and set out a valid reason for the absence.
- 1.2. Parents/carers of students in Years 7 – 11 should do this by dialling 0115 9387000 and selecting option 1
- 1.3. Parents/carers of students in the Sixth Form should do this by dialling 0115 9387000 and selecting extension 225
- 1.4. Parents/carers should not use SchoolComms, the Gateway app or email to report an absence
- 1.5. If parents/carers do not report an absence then the school will send a text message on each day of absence, asking parents/carers to contact us. If we do not hear back from parents, then the absence will be unauthorised. A home visit will be conducted after 3 days of unauthorised absence.
- 1.6. All unreported absences will be unauthorised and a referral for a penalty notice may be made to the Local Authority.

## 2. It is the school's decision if an absence is authorised and each instance of absence will be considered individually. Acceptable reasons for absence may include:

- illness or other unavoidable cause that prevents attendance
- a day exclusively set aside for observance by the religious body to which the student's parents belong
- to attend a job or college interview that could not be organised outside of school hours
- to take part in approved public performances\*
- to take part in special tuition, public exams, sporting events, etc. if accompanied by a letter of request from the organisation\*

*\*The school will not authorise absences for these purposes if the students' attendance is already a cause for concern*

## 3. Unacceptable reasons for absence will be recorded as unauthorised and include

- truancy
- minding the house/staying in for repairs
- attending sporting events or pop concerts
- annual holidays
- family weddings
- to do homework
- x to help with the family business
- x birthdays
- x school uniform in the wash
- x looking after brothers/sisters/relatives/friends
- x oversleeping

4. **What will we do when attendance is a concern?** Even when there are legitimate reasons for absences it is important that school and home work together to improve attendance:
- .2. When attendance drops below 95% the Attendance Officer will send parents/carers a letter to alert them to this and to offer them support in helping securing good attendance for their child.
  - .3. The government defines Persistent Absence as attendance that is below 90%. When a student's attendance does drop below 90%, the Attendance Officer will contact parents and carers again and will implement a programme of attendance monitoring. Our Attendance Officer may contact parents/carers to arrange a meeting at this stage.
  - .4. If a student's attendance continues to be a concern, then the Attendance Officer may arrange a meeting in school and/or involve support from other agencies. The Local Authority will pursue fixed penalties and court action should attendance not improve. The process for communicating with home and for monitoring attendance is set out in Appendix 2.
5. **Medical appointments** All medical appointments should be organised, wherever possible, outside of school hours. We do, however, understand that specialist medical services, such as orthodontists' appointments, are unavoidable. Such appointments will be authorised with medical evidence only.

## 6. Term-time Holidays

High attainment depends on good attendance. Term-time holidays will have a significant impact on achievement and progress and therefore our policy is not to authorise any other than in the most exceptional of circumstances, as deemed by the school. The fundamental principles that we use for defining exceptional are rare, significant, unavoidable and short. By unavoidable we mean an event that could not reasonably be scheduled at another time.

Amendments to the Education (Pupil Registration) (England) 2006 regulations make clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Schools should determine the number of school days a child can be away from school if the leave is granted.

In these circumstances an application must be made in writing, with appropriate evidence, to the Attendance Officer in advance of booking the intended holiday. **School Comms or the Gateway app is not an acceptable mechanism to make a request for a holiday.** The Attendance Officer will respond with a decision in writing within one working week. Even in exceptional circumstances we are unable to authorise any more than 10 school days' absence for term time holidays in one academic year.

If a holiday is taken during term time without being authorised as described above – then the absence will be referred to the Local Authority who will issue a penalty notice in line with the [Nottinghamshire Local Code of Conduct for Penalty Notices Issued In Respect of Truancy and Excluded Pupils](#).

## 7. Unauthorised Absence

The school will determine if an absence is authorised. Periods of absences that have not been authorised are very concerning. If a student has three or more days of unauthorised absence over a six-week period, the absences will be referred to the Local Authority who may issue a penalty notice in line with the Nottinghamshire Local Code of Conduct for Penalty Notices. Absences in excess of three days where no contact from home has been received will generate a communication from the school with a potential home visit on day four.

**8. Punctuality**

- Students should arrive in school by 8:40am so that they can move calmly and quickly to their tutor groups or assembly to register at 8:45am.
- Students who arrive after 8:45am but before registration closes will be marked as late “L” in the school register. A text message will be sent home to parents to make them aware their child was late for school and a behaviour point for lateness will be recorded. If a student is persistently late, then a sanction will be imposed by the Year Performance Leader in line with the Behaviour Policy.
- Students who arrive after registration closes at 9:00am should report to the late gate entrance by the leisure centre. If there is no reason the school deems as acceptable for this late arrival, then it will be recorded as an unauthorised absence “U” in the school register. Examples of reasons for arriving after 9:00am that the school will not accept include oversleeping and returning home to collect lunch/uniform/homework or other equipment.
- Persistent lateness may be referred to the Local Authority who may issue a penalty notice in line with the Nottinghamshire Local Code of Conduct for Penalty Notices Issued in Respect of Truancy and Excluded Pupils.

**9. Working with Parents/carers**

Our priority is to work in partnership with home to secure good attendance. We will only be successful when school and parents/carers work well together. In order to secure this strong partnership, we ask parent/carers:

- to notify the school immediately of absence and the likely duration;
- keep in contact with school when any issues arise related to attendance; and
- to respond to any contact by school staff and other agencies about attendance.

**10. Statutory Requirements**

- Section 444(1) of the 1996 Education Act sets out that parents/carers have a duty to ensure that their children receive a full-time education and that they are in breach of this act if they do not send their child to school.
- Parents/carers must notify school of the reason for absence. The school then decides if the absence can be authorised.

**11. How does the school promote good attendance and set clear expectations for parents and students?** The

school’s expectations for attendance are communicated through:

- The importance of good attendance is discussed in assemblies and highlighted in communications with parents
- “Good Attendance Matters” posters are displayed in classrooms
- “Good Attendance Matters” information pages for [parents](#) and [students](#) on the school website
- Students complete a regular attendance review as part of the morning tutor programme
- Parents and students can access live attendance information through Show My Homework
- Attendance information is included on the school report and in monthly emails to parents and students

**12. How will the school use data to target improvement action on individuals or groups of students?**

- Daily by the Attendance Officer who will monitor the attendance of individuals whose attendance is a concern and then target action when there are no improvements.
- The Deputy Head Teacher conducts a termly attendance review for each year group. This will identify improvement actions for the attendance office and pastoral teams
- The Link Governor reviews school attendance twice a year in meetings with the Deputy Head Teacher
- Attendance information and improvement priorities are reported to the Full Governing Body five times a year

**13. How will the school work with wider services to provide a whole family response?**

- The Attendance Officer and the Student Support Assistant for each year group may refer to the Early Help Unit to offer the family support and to help signpost them to further services

**14. Who is responsible for attendance in the school?**

We publish on our website who parents should contact if they are concerned about their child's attendance and need support. We also set out to students who they can talk to if they need help improving their attendance

- The Link Governor for Attendance monitors the schools' implementation of the attendance policy.
- The Deputy Head Teacher – Pastoral has strategic oversight of school attendance and the implementation of the attendance policy.
- The Attendance Officer leads on the day to day management of attendance and communication with staff, students and parents. They will work in partnership with families and the Local Authority to ensure good attendance and punctuality
- Year Group Pastoral Teams will also work with families and students to secure good attendance and punctuality for individual students.

**15. Children Missing in Education** Where a student who fails to attend our schools regularly, or has been absent without the school's permission for a continuous period of 10 school days or more we will follow Nottinghamshire Local Authority Guidance on children who are at risk of missing education

Policy Adopted Spring Term 2022

Next Review Date: Spring Term 2026

**Appendix 1**

95%	=	<b>40 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days	<b>ATTENDANCE MATTERS</b>  <b>WHAT DO YOUR ATTENDANCE FIGURES ACTUALLY MEAN?</b>  <b>BE SMART BE THERE!</b> <small>Percentages based on 190 academic days</small>
90%	=	<b>80 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 days	
85%	=	<b>120 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days	
80%	=	<b>160 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days	

## Appendix 2:

**Attendance Communication and Monitoring Processes****Daily Monitoring**

Text message sent via Schoolcomms to parents on first day of absence and every subsequent day of absence if no reply asking them to make contact with the school.

Attendance Officer may follow this up with a phone call, where required.

Where a student is absent for 3 days, the Attendance Officer will phone parents/carers. In the case where contact cannot be made, on Day 4 of an unauthorised absence, the Attendance Officer may conduct a home visit.

If there is no reason deemed as valid by the school for the absences, this will trigger a referral to the Local Authority which may result in a Penalty Notice in line with Nottinghamshire Code of Conduct

**Fortnightly Monitoring**

**Students whose attendance is between 95%-90%**

**Letter 1: attendance concern letter**

When a student's attendance drops below the school target of 95%, an attendance concern letter will be sent home. Tutors and YPLs will be informed and asked to monitor the situation

**Further drop in attendance**

**Letter 2: Dropped attendance letter**

If a student's attendance sees a further drop, a dropped attendance letter will be sent home informing that any further absences may result in a meeting with the school. Tutors and YPLs will be informed and asked to monitor the situation. Medical evidence will be requested if the absence required medical intervention.

**Students who are persistent absentees (90% or below)**

**Letter 3.1: Medical evidence letter**

If a student's attendance drops below 90% and is authorised, then home will be notified that any further absence without medical evidence will become unauthorised.

**Letter 3.2: Penalty Notice warning letter**

If a student's attendance drops below 90% and is unauthorised, then a PN warning letter will be issued, indicating that any further absence will result in a referral to the Local Authority for enforcement. A meeting may be requested in school.

**Any further absences, despite the above attendance procedures being followed will result in a referral to the Early Help Unit, which may result in enforcement procedures.**