Selly Oak Road · Birmingham · B30 1HW
Telephone: 0121 675 1305
Website: www.kngs.co.uk · Email: enquiry@kngs.co.uk

Attendance and Absence Policy

Reviewed: September 2023
Review Date: September 2024
Review Cycle: Annually
Author: NRA

Content	Page Number
Rationale	1
Purpose	2
Practice	2
Roles and responsibilities	4
Monitoring and Review	5
Other Relevant School and national Documents	5 - 6
Appendix A: Attendance codes	7 - 8
Appendix B: Fast Track to attendance Quick guide	9

RATIONALE

Kings Norton Girls' School recognises that regular school attendance and punctuality is essential for students to flourish socially and academically in order to achieve our vision of 'Opening a world of opportunities' for all.

When attendance is excellent:

- Most students establish and retain strong friendship groups;
- Most students are happy and enjoy school;
- Students' personal development improves and they flourish socially;
- Students flourish academically enabling them to progress to a high-quality college or sixth form, university or apprenticeship place of their choice

The Education Act 1996 requires parents/carers to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. The 'otherwise' includes home education.

The Education (Pupil Registration) Regulations make provisions for the necessity of admission registers and attendance registers of pupils as well as the granting of leave of absence for students. Parents/carers may not authorise absence; only the Headteacher or those authorised by the Headteacher can do this.

Opening a world of opportunities
Headteacher: Mrs N Raggett

Monitoring and controlling school attendance are a key part of Kings Norton Girls' School's objectives. We believe that:-

- The responsibility for promoting school attendance is shared by everyone in the school.
- The attendance policy touches all aspects of the school's life, and relates directly to the school's values, ethos and curriculum.
- Rigorous collection and analysis of data about attendance enables the school to check its progress against measurable outcomes.

Students are required by law to attend school until the end of year 11. However, they must then, until the age of 18:

- Stay in full-time education at a school or college.
- Start a recognised apprenticeship or traineeship.
- Spend 20 hours or more a week working or volunteering, while in part-time education or training.

Students who have not reached Grade 4 in GCSE maths and English are obliged to continue their education towards achieving these goals.

PURPOSE
The purpose of the attendance and absence policy is:-

- To encourage students to attend school regularly and punctually and therefore be able to take full advantage of the educational opportunities available.
- To secure attendance at school unless absence is authorised.
- To identify barriers that would explain non-attendance.
- To work with students and parents/carers to overcome barriers to attendance and punctuality
- To work together with external agencies to support overcoming barriers to improve attendance
- To work with the Local Authority to support the improvement of attendance

PRACTICE

- Students are expected to attend school for 360 sessions, or 190 days during any school year.
- Registers will be marked accurately according to the DfE guidance document 'Working together to improve school attendance' www.gov.uk/government/publications/working-together-to-improve-school-attendance.
- Registers will be kept open until 9:50am. A student arriving after the register has closed will be marked absent with an appropriate absence code (see Appendix A).
- Attendance records are kept for every class from year 7 to 13 and all non-attendance checked against the daily register that will be taken at the beginning of the morning and afternoon sessions.
- Attendance is reported to parents/carers termly identifying % attendance and sessions not attended, whether authorised or unauthorised.
- The parents/carers of children who are absent from school, without communication to school, will be contacted on each day of their absence by the Attendance Clerk.
- Safe and well checks will take place by day 6 of an absence whether contact has been with the school or not. For students the school considers to be more vulnerable,

and there has been no contact regarding attendance, the safe and well check will take place on the same day.

- School will contact parents/carers if their child is unwell in school.
- Students with attendance between 96 % and 100% will be supported by their Form Tutor who will:
  - ➢ Talk to their tutees about the importance of attendance
  - ➢ Recognise and praise good attendance
  - ➢ Welcome back those who have been absent
  - ➢ Ensure they are able to remain updated on missed work and homework
  - ➢ Consider any arising barriers to attendance.
  - ➢ Communicate with parents/carers via letter to explain the importance of attendance and offer support if needed.
- Students with attendance between 95% and 90% will be supported by their Head of Year who will:
  - Meet with students to identify barriers to attendance and work with them, and parents/carers where necessary, through a range of tailored interventions to support improved attendance.

- Where attendance falls below 90% the local authority Fast Track to attendance (legal) processes are used **BCC_FAST_track_to_Attendance_Guidance_Sept_2022_AF** (appendix B). this process seeks to improve student attendance and act quickly where there is unauthorised absence.

FAST-track to Attendance

FAST-track to Attendance is designed to reflect the model of support outlined in 'Working together to improve school attendance'

This process will begin with a supportive meeting with parents/carers and the Pastoral Faculty Lead or other trained staff and the offer of Early Help. Parents/carers will be reminded of their obligations to ensure attendance and a programme of support will be agreed. On a second occurrence, parents/carers will be reminded of the legal action that can be taken and the fine that can be imposed.

The Deputy Headteacher (students) is responsible for attendance. They will also liaise with the LA on measures to be taken if a student appears to be missing from education. Where a student has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the student can be removed from the admission register when the school and the LA have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. The governors and Headteacher of Kings Norton Girls' School have safeguarding procedures in place which follow DfE statutory guidance to follow up any such absences and will liaise with the LA on measures to be taken if a student appears to be missing from education.

Reporting absence
All student absences must be notified to the school by telephone (0121 675 1305 Press 1 for **Student Absence)** on the morning of **every** absence, prior to 8:20am.

Opening a world of opportunities
Headteacher: Mrs N Raggett

Medical and dental appointments

Where possible medical or dental appointments should be made outside of school hours. If a student is signed out to attend an appointment during the school day, a 'Students pass' provided by reception on signing out, must be carried by students when out of school during the day.

Proof of appointments must be provided either as a paper copy (this can be handed in to the main school office), or by email to Mrs Twyford, Attendance Clerk, **dtwyford@kngs.co.uk** Attendance will only be recorded as medical once proof has been provided, otherwise it will be recorded as an unauthorised absence.

Longer term absence

The school appreciates that some students who are very unwell do have extensive amounts of time away from school, these are isolated cases and we work closely with parents/carers and students to support students over time with this.

Holidays in school time

In line with boundaries set by the Education (Pupil registrations) (England) Regulations 2006, absence can only be authorised by the Headteacher during term time where there are exceptional circumstances and unauthorised absence in term time can lead to prosecution. Holidays in term time are not permitted.

Religious observation

Parents/carers may request an absence from school for their child on the day of the religious observance, so that families can enjoy celebrations together. The school is unable to sanction leave of absence for longer than is required as we follow the advice of the Local Authority. Parents/carers taking their children out for more than one day will have the absence recorded as unauthorised. Refer to Page 59, Code R of the Department for Education document 'Working together to improve attendance', May 2022.

ROLES AND RESPONSIBILITIES

The Headteacher and School Leadership Team will
- be responsible for the day-to-day leadership and management of the policy and procedures.
- lead by example and be explicit in their expectations.
- track and monitor attendance supporting students, parents and carers in improving a student's attendance, in line with the attendance processes and policy.
- regularly publish to the parents/carers and students and on the website https://www.kngs.co.uk/school-life/attendance/ arrangements for notifying the school of absences and the school's policy towards authorised absence.
- follow the legal obligation to share the Birmingham City Council's 'Fast Track to Attendance' process with all parents/carers.
  BCC_FAST_track_to_Attendance_Guidance_Sept_2022_AF
- reward good attendance.
- report to the trustees on attendance.

All school staff will:
- be responsible for ensuring that the policy and procedures are followed, understood, regularly revisited, consistently and fairly applied.
- lead by example and be explicit in their expectations.
- advise the Headteacher on the effectiveness of the policy and procedures.

- support the Headteacher and School Leaders/Managers, in creating a high-quality learning environment, actively supporting attendance and good punctuality and identify and address barriers to attendance.

Parents and carers will:
- expect their child to aim for 100% attendance. We appreciate that serious illness and occasional unavoidable medical appointments can require an absence from school however, appointments outside of school hours are preferred where possible.
- encourage their child to attend school unless they are really unwell or infectious,
- contact the child's Form tutor, in the first instance, immediately they have concerns and have noticed barriers to attendance or punctuality so we can support and help overcome any barriers as quickly as possible.
- continue to talk to their children about the importance of maintaining excellent attendance and punctuality, even where their attendance is very good.
- contact school by telephone each morning of their child's absence before 8:20am.
- engage in the Fast track process and the offer of Early help should attendance fall below 90%

Students will:

- attend school, on time, every day, unless they are very unwell or infectious
- talk to their form tutor if they are concerned about their attendance, attitude to attendance or work missed during an absence.
- catch up on work missed following an absence.
- arrive at all lessons on time when in school.

MONITORING AND REVIEW
The policy and its effective implementation will be monitored and reviewed:
- By the Deputy Headteacher (Students) with members of the Senior Leadership Team.
- All staff will contribute to regular review, through their teaching and tutor role, staff briefings and self-review.
- Internally, at least termly, through the self-review process and with governors annually.
- The data from attendance will be reviewed:
  - Weekly by tutors.
  - Fortnightly through an administrative process to inform Fast-track processes, informing actions to be taken by Heads of Year and the Pastoral Faculty Leader for individual students.
  - At least half termly by Heads of Year to identify year group trends and actions to be taken.
- Students will contribute to regular review through the Student Leadership Group.
- Parents and carers will contribute to regular review through surveys.
- The Governors will participate by reviewing reports presented to the Standards and Curriculum Committee at each meeting held throughout the year.

OTHER RELEVANT SCHOOL DOCUMENTS
- Behaviour for Learning Policy
- SEND Policy
- Safeguarding and Child Protection Policy
- Suspension and Permanent Exclusion Policy
- Equality Policy
- Curriculum Policy

- Assessment Policy
- Home School Expectations
- Supporting Students in School with Medical Conditions
- GDPR Policy

National/Local documentation:
- Birmingham LA, Fast Track to attendance BCC_FAST_track_to_Attendance_Guidance_Sept_2022_AF
- DFE School attendance guidance May 2022 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073591/School_attendance_guidance_May-2022.pdf
- The Education (Pupil Registration) (England) Regulations 2006 SI 2006/1751 (as amended 2010, 2011, 2013, 2016).
- The Education Act 1996.
- DfE non statutory guidance 'Working together to improve school attendance' May 2022.
- DfE statutory guidance 'School behaviour and attendance: parental responsibility measures' www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance#history 2020**.**
- DfE statutory guidance for local authorities 'Children missing education' September 2016 will also be helpful.
- DFE working together to improve attendance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

Appendix A: Registration Codes
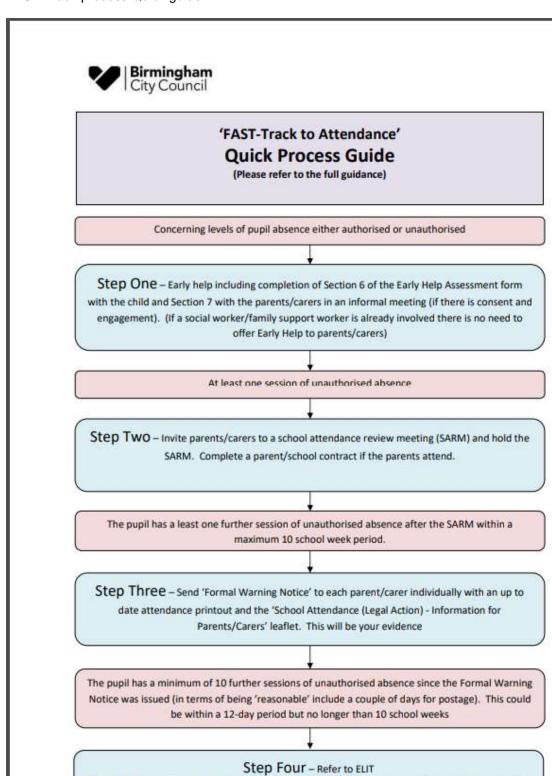
Days of religious observance. Code R	Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents/carers belong, including religious festivals. Parents/carers should be encouraged to give advance notice. Schools should try to set term dates around days for religious observance. Schools should try to take INSET days that coincide with religious observation days.
Study leave. Code S	Study leave should be used sparingly and only for students in years 11 onwards during public examinations. Regard should be paid to the individual student's ability to manage study leave and benefit from it. Schools should make arrangements for student wanting to take study leave in school.
Traveller absence. Code	The code should only be used when the student's parent/carer is travelling for occupational purposes and the school has granted leave of absence. Students whose parents/carers do not travel for occupational purposes are expected to attend school as normal. Students whose parents/carers travel for occupational reasons should attend school elsewhere when their parent/carer is travelling and be dual registered.

Unauthorised absence

The table below gives a list of types of unauthorised absences.

Unauthorised absences	
Unauthorised family holiday or staying away longer than authorised. Truancy. Code G	Where the school has not granted leave of absence for the purposes of a holiday but the parents/carers take the child out of school, or if the child is kept away longer than the period of leave granted. Retrospective leave of absence should not be granted.
Any absence that the school has not been informed about. Code N	Schools must follow up all unexplained and unexpected absence in a timely manner. Code N should not be left on a student's record indefinitely – as soon as the reason for the absence is established, the appropriate code should be used. This should be within five working days. But if the reason is not found then Code O should be used.
Absent without authorisation. Code O	Where no reason for absence is established or the school is not satisfied that the reason given is an authorised absence.
Arrival at school after the register has closed. Code U	Where the student has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence.
Unable to attend due to exceptional circumstances. Code Y	This could be if the school site or part of it is closed when student are due to attend. If school transport fails and the student has no other means of getting to school and the school is not within walking distance, which for a child under 8 is two miles and for over 8 is 3 miles. If there is some kind of local or national emergency that has resulted in widespread disruption to travel (such as extreme weather or strike action). If the child is in custody.

Administrative codes	
Non-compulsory school age student not required to be in school. Code X	Where a student of non-compulsory school age is attending school part-time (usually aged 4).
Prospective student not on admission register. Code Z	To enable schools to set up registers in advance of children joining school to ease administrative burdens. If the student fails to attend on the agreed date the school must establish the reason and record the absence using the relevant absence code.
Planned whole or partial school closure. Code #	This could be when the school is used or partly used as a polling station. The school is using staggered starts or induction days for different year groups.

Appendix B
FAST Track process Quick guide.

Birmingham City Council

'FAST-Track to Attendance'
Quick Process Guide
(Please refer to the full guidance)

Concerning levels of pupil absence either authorised or unauthorised

Step One – Early help including completion of Section 6 of the Early Help Assessment form with the child and Section 7 with the parents/carers in an informal meeting (if there is consent and engagement). (If a social worker/family support worker is already involved there is no need to offer Early Help to parents/carers)

At least one session of unauthorised absence

Step Two – Invite parents/carers to a school attendance review meeting (SARM) and hold the SARM. Complete a parent/school contract if the parents attend.

The pupil has a least one further session of unauthorised absence after the SARM within a maximum 10 school week period.

Step Three – Send 'Formal Warning Notice' to each parent/carer individually with an up to date attendance printout and the 'School Attendance (Legal Action) - Information for Parents/Carers' leaflet. This will be your evidence

The pupil has a minimum of 10 further sessions of unauthorised absence since the Formal Warning Notice was issued (in terms of being 'reasonable' include a couple of days for postage). This could be within a 12-day period but no longer than 10 school weeks

Step Four – Refer to ELIT
(do not delay - refer as soon as just after they reach 10 further sessions - allowing the two days for postage of the formal warning notice - but not before or on the day of the 10th session)