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

Attendance and Absence Policy

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Author:	TCH

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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.

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.
- Students should arrive in school by 8:25 (8:45 on a Thursday) after which time they will be marked as late this will be sanctioned in line with the Behaviour for Learning policy.
- Registers will be marked accurately according to the DfE statutory document 'Working together to improve school attendance' www.gov.uk/government/publications/working-together-to-improve-school-attendance.
- Registers will be kept open until 9:00am on all days except Thursday when they will close at 9:20am. 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 days 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 Support First processes are used (appendix B). this process seeks to improve student attendance and act quickly where there is unauthorised absence.

Support First

The school will follow the 'Support First' Process as set out by Birmingham City Council. See Appendix B.

Five Foundation of Effective attendance

The school is participating in and implementing the BEP Project of Five Foundation of Effective Attendance:

1. Adopt whole school thinking

2. Supportive policies systems and processes

3. Prioritise professional learning and staff development

4. Implement targeted programmes and interventions

5. Connect appropriately to approaches with behaviour management

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.

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 86, Code R of the Department for Education document 'Working together to improve attendance', May 2024.

Other term time absence.

A request for term time leave should be completed for all absences for example religious observance, music and dance exams, funerals (this is not an exhaustive list).

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 Attendance process with all parents/carers.
- 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 Support First process and the offer of Early help should attendance be at risk of falling 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:
  - Fortnightly by tutors.

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- ➢ Fortnightly through an administrative process to inform Support First 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, Support First The Education Act 1996.
- DfE statutory guidance 'Working together to improve school attendance' August2024.
- DfE statutory guidance: Summary table of responsibilities for school attendance, August 2024
- DfE statutory guidance for local authorities 'Children missing education' Auust 2024 will also be helpful.

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Appendix A: Registration Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectantly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

KEY

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances

Appendix B
Support First Process Quick guide.

EXPECT
Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR
Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND
When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT
Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT
Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

ENFORCE
Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.