



King's Academy Binfield

# KAB6

*'Be Remarkable'*

## Attendance & Punctuality Policy

### 2023 - 2024

Status of policy: Statutory Policy

Date policy was agreed:

Date for implementation: September 2023

Publication: Website

Date for review: Annually - June 2024

Success at A-Level requires complete dedication, and this includes attendance at all lessons. Students are expected to attend all of their lessons on time. Attending lessons late is unacceptable as it impacts on the progress of your peers.

It is our duty to consistently strive to achieve a goal of 100% attendance for all students. The absolute minimum expectation for all students is 97%. Every opportunity will be used to convey to students and their parents or carers and prospective parents/carers the importance of regular and punctual attendance.

Attendance for Sixth Formers is full time, and includes all assemblies and tutor time. Where students are unable to make this commitment formal intervention and warnings will commence. Students are however, free to leave the site if their timetable allows. This will be coded as independent study at home/ in school on the register.

**Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find academy routines, work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

**Attendance operating procedure**

<b>GREEN 97 - 100%</b>	Students will be monitored by tutors and will be rewarded and praised for continued excellent attendance.
<b>AMBER 94 - 96.9%</b>	Students will meet with tutors to discuss lower attendance and will be reminded of the expectation to meet 97%+. Parents will be informed by the tutor. Tutors will continue to monitor.
<b>RED 90 – 93.9%</b>	Students will be monitored by the pastoral team. All relevant stakeholders informed and concerns will be formalised by letter and added to the students record. Improvement is expected. Formal Warning Issued. Students may be expected to attend compulsory period 7.
<b>RED ACTION Below 90% or more than 5 lates in any half term</b>	Students will be monitored by Director of Sixth Form, daily reporting required. Parental meeting and formalised letter, improvement expected. Students will be required to be in school and attend compulsory period 7s. The student will be placed on a full academic timetable with no option for independent study from home. Escalated Formal Warning Issued. Should the students attendance fall below 80% the school will not pay for students' entry to public examinations.

The ESFA will not fund students with four week's consecutive absence from school without medical notification

If students do not attend school for four weeks and do not provide such notification, they will be taken off roll, in line with LEA and National guidance

### **Lesson Punctuality**

Students are required to be punctual to their lessons. If students are late to lessons it will be at the teacher's discretion if they permit entry or ask the student to leave and complete the work in independent study.

### **Punctuality Operating Procedure**

<b>GREEN</b>	Students will be monitored by subject teachers & tutors. Continued excellent punctuality will be rewarded.
<b>AMBER</b> <b>3 late marks in any subject per half term</b>	Students will meet with tutors to discuss punctuality and will be reminded of the expectation to attend all lessons on time and will be placed on a punctuality report for 2 weeks.
<b>RED</b> <b>4 late marks in any subject per half term</b>	Students will be monitored by the pastoral team. All relevant stakeholders informed and concerns will be formalised by letter and added to the students record. Improvement is expected. Formal Warning Issued.
<b>RED ACTION</b> <b>5+ late marks in any subject per half term</b>	Students will be monitored by the Director of Sixth Form, daily reporting required. Parental meeting and formalised letter, improvement expected. Students will be placed on a full academic timetable. Escalated Formal Warning Issued.

### **Reporting Absence**

Absence should be reported by 8.30am.

All absences should be reported by telephone 01344 306983

In addition, students should also at the earliest opportunity inform their subject teachers via email/Google Classroom to check what work they can undertake to catch up. Please note that work will not be provided if the absence is unauthorised.

### **Request for leave of absence**

Requests for holidays during term time will not be authorised. Term time holidays will have an inevitable effect on progress at KS5 programmes of study and are discouraged.

Medical and dental appointments should be made outside of school hours.

Driving lessons should be made outside of school hours.

### **Authorising general absence**

General absences can include sickness, hospital and doctor appointments, funerals, driving tests and university interviews or open days. Non-emergency dentist/ optician appointments will not be authorised and should be booked outside of lesson times.

Parents/carers should inform KAB6 of an absence as early as possible and ideally before the lesson or lessons that will be affected by phoning reception or emailing. For absences of more than one day, a phone call or email each morning will be needed.

Should you be unable to authorise an absence on the day, then please contact reception within one calendar week (five working days) of the absence. Any queries about the accuracy of registers should be raised in the first instance by the student with the member of staff concerned.

### **Authorising exceptional absences**

Exceptional absences can include a family crisis' or where Parents had specific dates for leave such as the armed forces', religious observance, caring emergencies, bereavements (except single day absence for a funeral – see above), representation at sporting events, external exams and all other exceptional requests. An educational career based opportunity may also fall within this category. Holidays should not be taken in term-time and the dates are available well in advance on the KAB6 & King's Academy Binfield website.

In all cases parents/carers must request authorisation from KAB6 in advance via the form in appendix A, this must then be passed to reception. Exceptional absences will not be retrospectively approved. All other exceptional requests will be considered by the appropriate member of the Senior Leadership Team or the Executive Principal.

## **Role and Responsibilities**

A member of the Senior Leadership Team will oversee, direct and coordinate KAB6 work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout KAB6. This person will also ensure that attendance is both recorded accurately and analysed. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a student is clearly unwell, staff will discuss with parents/carers the need and reasons for the student's absence and will encourage them to keep absences to a minimum. Letters outlining the KAB6 expectations will be sent from the second half of the autumn term to all parents where the student's attendance is below 97%. Parents of students with attendance below 95% will be invited in to meet the student's tutor and/or Director of Sixth Form and a plan and timescale for improving attendance will be agreed. These will be regularly reviewed, A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the academy.

### **Responsibilities of Tutors and Teaching Staff**

- Ensure that all students are registered accurately
- Promote and reward good attendance at all appropriate opportunities.
- Liaise with the Pastoral Team, Director of Sixth Form and/or relevant member of SLT on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a student's absence.

### **Responsibilities of Students**

- Attend every day unless they are ill or have an authorised absence.
- Arrive to all their registrations and lessons on time.
- Take responsibility for registering at the main academy reception if they are late.
- Take responsibility for signing in to KAB6 & following correct sign in procedures following any period of independent study at home.
- Take responsibility for signing out of KAB6 & following correct sign out procedures for any period of independent study at home.

### **Responsibilities of Parents and Carers**

Parents should:

- Support the KAB6 aim of 100% attendance, but a minimum of 97% attendance for every student by avoiding taking the student out of school unnecessarily
- Inform KA6 on the first day of unavoidable absence.

- Notify KAB6 of any planned absences (for example, a medical appointment) well in advance (at least two weeks, as far as possible) using the 'Request for Authorised Absence' form which can be found in appendix A.
- Make sure that any absence is clearly accounted for by phone or email on the first and subsequent days of absence
- Avoid taking the student out of school for non-urgent medical or dental appointments.
- Only request a leave of absence if it is for an exceptional circumstance

### **Key Personnel**

- First point of contact for parents is the student's tutor
  - Year 12: TBC
- Director of Sixth Form - Mrs Jess Richards
- KAB6 Pastoral Support Assistant - TBC
- The Child and Family Support Worker is: Mrs Kerry Spooner
- Vice Principal and Designated Safeguarding Lead with responsibility for attendance is: Mrs Laura Phillips

**Appendix A**

**KAB6 REQUEST TO AUTHORISE ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES**

**KAB6 will only authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school, you will need to explain why the circumstances are exceptional. Please note there is no general right to authorise absence for a family holiday and if your child is out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action. Arrangements should not be made until your request has been considered and you have received a response from KAB6.**

**SECTION A – TO BE COMPLETED BY THE PARENT/CARER**

Name of student:

Tutor group:

I am applying for leave of absence for my child to be absent from school  
From: \_\_\_\_\_ to: \_\_\_\_\_ (inclusive dates)

Number of school days:

**Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional. Please give details about why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school. If you are requesting absence to attend a specific event, for example a funeral, please confirm the date of the event and explain your travel arrangements.**

**I also have children at: School/s I am the Parent/Carer with whom the pupil normally resides. The information I have given on this form, is correct.**

**Signed: (Parent/Carer)**

**Date:**

## **SECTION B – TO BE COMPLETED BY THE EXECUTIVE PRINCIPAL**

Students's attendance level over the last 12 months:

Our overall school target for attendance this year is 97% Having considered your request carefully, my decision is that the leave of absence request is:

- APPROVED for \_\_\_\_\_ days from \_\_\_\_\_
- NOT APPROVED as the circumstances are not considered to constitute an exceptional reason and / or the impact of this absence will affect your child's educational progress.
- A personal discussion with you is requested. Please contact the school to arrange an appointment – 01344 306983.

Explanatory notes:

Signed:

Executive Principal

Date:

Amendments made to the 2006 Regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 concerning admissions, Term Time Holiday and Penalty Notices with effect from September 2013. The amendments make clear that 'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances'. Exceptional circumstances has been defined as 'family crisis or where Parents had specific dates for leave such as the armed forces'. An educational career based opportunity may also fall within this category.

Headteachers are also prohibited from granting leave of absence where an application has not been made in advance. All requests should be made a minimum of two weeks prior to the dates requested.

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parents/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

Thank you for your continued commitment to ensuring your children attend school every day.