



King's Academy Binfield and King's Academy Oakwood Attendance and Punctuality policy

School attendance is subject to various education laws and this academy's attendance policy is written to reflect these laws.

This attendance policy is also consistent with the following academy policies:

- admissions
- anti-bullying
- safeguarding and child protection
- exclusion
- safeguarding
- special educational needs
- behaviour for learning

This Policy directly supports the principles inherent in Articles 18, 28 and 36 of the United Nations Convention on the Rights of Children (UNCRC.) [See appendix b].

Our expectation regarding strong attendance and punctuality from all our students is included in our Academy's home-school agreement which parents must sign following their child's admission to school.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

We expect minimum attendance for all our students to be 97% and publicise this widely to prospective and current parents.

This policy will be annually published in writing for all staff, parents and students via the academy website.

Section 1

Rationale/Statement of Intent

For a child to reach their full educational achievement, a high level of academy attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome.

Parents and students play a part in making our academy so successful. Every child has a right to access the education to which he/she is entitled. Parents and all staff share the responsibility for supporting and promoting excellent academy attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. **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.

For our students to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the academy is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the

world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

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

Section 2

Operating the Policy

1. Promoting Good Attendance

The foundation for good attendance is a strong partnership between the academy, parents and the child. The Home/Academy agreement contains details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this, we will:

- Provide information on all matters related to attendance on our academy website.
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate good attendance by displaying individual and House achievements and awards in whole academy/house assemblies.
- Set targets for the academy and student groups within it; our minimum target for all students is 97%.
- Ensure all prospective parents' information evenings include a section on our expectations of strong attendance – minimum of 97%, and our expectation that parents support this.
- Ensure that each Curriculum Information Evening includes a section on good attendance and its impact on learning and progress.
- Work in collaboration with partner schools to have a consistent approach to maintaining good attendance.
- Convey reports on attendance to the Local Governing Body and KGA Board.

2. Roles and Responsibilities:

Responsibilities of the Academy Attendance Leader

A member of the Senior Leadership Team will oversee, direct and coordinate the Academy's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the academy. 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 child is clearly unwell, staff will discuss with parent/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

Letters outlining the academy's expectations will be sent from the second half of the autumn term to all parents whose child's attendance is below 97%. Parents of students with attendance below 95% will be invited in to meet their child's tutor and/or YPL 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, Year Progress Lead, Phase Lead 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 (KS3 upwards):

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Arrive to all their registrations and lessons on time.
- Take responsibility for registering at the main academy reception if they are late or are leaving the academy site during school hours.

Responsibilities of Parents and Carers:

Ensuring your child's regular attendance at Academy is a parent/carers' legal responsibility (section of the 1996 Education Act) and permitting absence from Academy that is not authorised by the academy creates an offence in law.

Parents must:

- Support the academy's aim of 100% attendance, but a minimum of 97% attendance for every student by avoiding taking their child out of school unnecessarily
- Inform the academy on the first day of unavoidable absence.
- Notify the academy 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 on the academy website.
- Make sure that any absence is clearly accounted for by phone or email on the first and subsequent days of absence
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request a leave of absence if it is for an exceptional circumstance

For Primary Parents:

- Ensure their child arrives to school on time every day
- If they are late, take them to the main reception and ensure they are signed in.
- Collect them from main reception if they have to leave school early for an exceptional reason

Key Personnel:

- First point of contact for parents is the student's tutor in secondary or class teacher in primary
- The Attendance Officer - Mrs Karen McCleave
- SLT Link for Attendance - Mrs Laura Taylor

- The Pastoral Support Team -
 - Year Progress Leads:
 - Year 7 - Mrs Amber Jackson
 - Year 8 - Mrs Clare Theobalds
 - Year 9 - Mr Gary Parker
 - Year 10 - Mr Scott Blake
 - Year 11 - Mr Jamie Mackintosh
 - Pastoral Support Assistants -
 - Mrs Donna Gates
 - Mrs Kelly Howes

Section 3

3.1. Recording Attendance

Legally the register must be marked twice daily. This is once at the start of the academy day; 8.45am and again for the afternoon session at 13:25pm in Secondary and 13:00pm for Primary students. However at KS3 onwards, students are also registered at the start of each lesson throughout the day.

3.2. Lateness /Punctuality

It is important to always be punctual for all sessions throughout the day.

- The academy day begins at **8.45am** and all **students are expected to be in their tutor bases or classrooms for this time**. Morning registration is at 8.45am and it closes at 9:00am.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary
- **Arrival after the close of registration will result in a same day lunchtime detention for all students from year 5 upwards**
- **Failure to attend a late detention will result in a same day C3 detention**
- **Failure to attend the C3 detention will result in it being moved to the following school day**
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a student is late due to a medical appointment, they will receive an authorised absence coded 'M'. Where possible, doctor and dentist appointments should be made outside of academy hours or during school holidays.

Students who are consistently late disrupt their own learning and also that of other students. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see section 6 for further detail).

Parents of students who have patterns of lateness (five instances in one term) will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists (more than five instances in one term) parents will be invited to attend a meeting to discuss the issue and as with poor attendance, a punctuality plan and a clear timescale for improvement will be agreed. It is expected that parents and students will actively engage with this support in order to improve. Should improvement not be evident and/or the support declined, a child who has 10 or more sessions of unauthorised absence due to

lateness recorded in any 10 week period will be referred to Bracknell Local Authority by the academy. Bracknell LA will be required to issue parents with a penalty notice in accordance with Bracknell's Code of Conduct for issuing penalty notices for non-attendance (See section 6 of this policy for further detail).

3.3. What to do if my child is absent?

First Day Absence

A child not attending the academy is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- Contact us as soon as possible on the first day of absence.
- Absence should be notified through attendance.bi@kingsacademies.uk and/or through Classcharts. Absence can be called in on 01344 306983 (Binfield) [01344 586399](tel:01344586399) (Oakwood)
- If your child is absent we will:

If a child does not arrive at school and their absence is not accounted for we will:

Secondary

- Classcharts message sent to parents/carers by 9:30am to inform them of their absence and request contact
- If no contact by 10:30am - attendance.bi email sent to all primary carers requesting a call to inform of reason for absence
- If no contact by 11am - phone calls to be made to all contacts in SIMS in priority order
- For older students, contact them directly if permission has been given by parents/carers.
- If no contact by 1pm - a home visit will be carried out by two member of staff
- If this raises further concerns, or the family are not present, staff will contact the MASH team and the Police if required.
- Non attendance without a reason will be recorded on My Concern.

Primary

- In primary phase, attempted telephone contact will be made with main carers at home and at work for a reason for the absence
- For older students, contact them directly if permission has been given by parents/carers.
- If it has not been possible to make contact with main parents/carers by 1pm, two members of staff will visit the family home.
- If this raises further concerns, or the family are not present, staff will contact the MASH team and the Police if required.
- Non attendance without a reason will be recorded on My Concern.

We have a duty to ensure your child's safety as well as their regular academy attendance

If your child's attendance record is one of sporadic or increasing absence, we will always seek to work closely with parents regarding attendance matters. However, if absence is unauthorised and falls below 96% we have a duty to refer the matter to the local authority legal panel.

Third Day Absence

Please Note: If your child is not seen and contact has not been established with you or any of the named parent/carers after three days of absence the academy is required to start a Child Missing In Education procedure as set down by Bracknell Forest Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to wider family and known friends.

Ten Day's Absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child. Please ensure that contact numbers and data check sheets are updated regularly.

Continued or Ongoing Absence

If your child misses 10% or more schooling across the school year for whatever reason they are defined as **persistent absentees**. Where this absence is authorised the academy will contact the parents and ask for medical verification. This will be followed by a formal meeting to discuss a package that will support the student to improve attendance. Further support could involve exploring other mechanisms such as the Early Help Hub and/or Multi Agency referral.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority, the Department for Education, the LGB and the KGA Trust

A Welcome Back

It is important that on return from an unavoidable/authorised absence all students are made to feel welcome. This will include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to other students. This is the responsibility of class/subject teachers.

Work will not however be provided for students who have been absent due to unauthorised absence. It is the academy's view that had they attended, the student they would have received their correct education and therefore teachers will never be requested to provide work to complete on a holiday or support the catch-up of missed work. This will always be the responsibility of the student.

Section 4

Request for Leave of Absence

Amendments to school attendance regulations were updated and enforced from September 2013: Student registration (England) regulations state that Headteachers/Principals **may not** grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers/Principals can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are **rare, significant, or unavoidable** which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is however, no legal

entitlement for time off in school time to go on holiday **and it is highly unlikely that holiday will ever be authorised.**

Parents/Carers wishing to apply for leave of absence should complete the **Request for Authorised Absence Form** in advance and before making any travel arrangements.

If term time leave is taken without prior permission from the academy, the absence will **be recorded as unauthorised** and if the number of sessions absent reaches the threshold set down in Bracknell Forest's Code of Conduct, parents/carers will be issued with a fixed-penalty fine, or other legal action in accordance with the code (see section 6 for detail).

Section 5

Understanding types of absence

Students are expected to attend school **every day** for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:

- Authorised Absence: is when the academy has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Unauthorised Absence: is when the academy has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:
 - parents giving their children permission to be off school unnecessarily, such as looking after siblings
 - truancy during the school day
 - absences which have not been explained
 - holidays

The academy will, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

Section 6

Penalty Notices for Non Attendance and other Legal Measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal Measures for tackling persistent absence or lateness

King's Group Academies and Bracknell Forest County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Bracknell Forest's Attendance Legal Panels where:

- 1. The child or family do not require the support from any agency to improve the attendance**
- 2. The child has 10 or more sessions (5 days) of unauthorised absence and parents are complicit in the child's absence.**

The following legal measures are for students of compulsory school age who are

registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

Legal Measures for Absence taken when the Principal has declined a Parent/Carers' request for leave of absence

Where a student has unauthorised absence due to either:

1. non approval of a parent/carer's request for leave of absence or
2. a holiday that has been taken without permission

and the unauthorised absence is for 10 or more sessions (5 days) in any 100 possible school sessions then a penalty notice for non-attendance might be issued.

Where a child has **unauthorised absence** CPS must enforce Bracknell Forest's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. Further information is available from <https://schools.bracknell-forest.gov.uk/education-and-learning/education-welfare-service/>

The code of conduct states that:

Bracknell Forest Local Authority will issue a Penalty Notice for any unauthorised absence where the student has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded L), but the academy has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance, then a single Penalty Notice is issued for either:

1. 10 sessions of unauthorised absence or lateness in any 10-week school period.
2. 1 or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.

Parents and Carers will be warned of the likelihood of a penalty notice being issued

for unauthorised absence via a letter and personal contact. The penalty notice is a fine that is issued to each parent/carer who is responsible (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the academy will decide whether a Penalty Notice is issued **to one or more parent/carers** for each child. **NB** This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one Penalty Notice for each child to each parent.

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Bracknell Forest County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Bracknell Forest County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Section 7

7.1 My child is trying to avoid coming to school. What should I do?

Contact your child's teacher or tutor immediately and openly discuss your worries. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

7.2 Leavers

If your child is leaving King's Academy Biniel or King's Academy Oakwood (other than when transferring to another school or leaving at the end of Year 6 in KAO or Year 11) parents are asked to:

- Provide the attendance officer comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known.

If students leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to then carry out investigations to try and locate your child, which include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

7.3 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling

Parents of a child performer can seek permission from the Principal for their child to take part in a performance. When completing the Request for Authorised Absence Form, the nature and frequency of the work must be recorded; also whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C (authorised absence).

7.4. Absence through competing at regional, county or national level for Sport

Parents of able sportsmen and women can seek leave of absence from the academy for their child to take part in a regional, county, national and international events and competitions. It is however, down to the Principal's discretion whether to authorise this and the academy will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Principal and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

7.5 Gypsy Roma Traveller Showman and Showman families

Absence of a child from a Traveller family intending to leave the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. This means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away from home, the academy holds the place open and records the absence as authorised through the T code. Distance Learning packs for Traveller children are not an alternative to attendance at school.

Section 8 Child Missing Education.

We follow Bracknell Forest's Children Missing Education policy which can be found [here](#).

In accordance with this policy, we will work with the local authority and uphold our responsibilities within it, we will:

- Monitor pupils attendance through their daily register. If a pupil fails to attend, the school should undertake reasonable enquiries to establish the child's whereabouts
- Inform their allocated local authority representative, Education Welfare Officer, of any child who fails to attend regularly (persistently absent) or has missed 10 school days or more without permission.
- Inform the CME Officer if a pupil is absent from school for not less than twenty consecutive days irrespective of the reason, using the CME Referral Form.

Section 9 Monitoring and Review

The Principal and the local governing body will review this policy annually and assess its implementation and effectiveness.

The policy has been written in accordance with [Working together to improve school attendance](#) and will be updated as required by any changes in relevant legislation. The Principal and the Senior Leadership Team will ensure that the policy is promoted and discussed with all staff, and that its implications and their responsibilities with regard to its implementation are fully understood.

September 2023

Appendices

Appendix A Request form to authorise absence from the academies due to Exceptional Circumstances

Appendix B Extract from United Nations Convention on the Rights of the Child

Appendix C Bracknell Forest Pathway for Children Missing Education

Appendix D - Link to CME Referral form.

Appendix E - KAB6 Attendance Policy

Appendix A

King's Academy Binfield and King's Academy Oakwood

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

King's Academy Binfield and King's Academy Oakwood 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 the school.

SECTION A – TO BE COMPLETED BY THE PARENT/CARER

Name of child:

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:

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 Should you require any further information then this is available on the DfE website:

<http://www.education.gov.uk/schools/pupilsupport/beh-on-school-attendance>.

Appendix B to the Attendance Policy

United Nations Convention on the Rights of the Child (UNCRC)

Article 18

‘Both parents share responsibility for bring up their children and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work.’

Article 28

‘All children and young people have a right to a primary education, which should be free. Wealthy countries should help poorer countries achieve this. Discipline in schools should respect children’s human dignity. Young people should be encouraged to reach the highest level of education they are capable of.’

Article 36

‘Children should be protected from any activities that could harm their development.’

Appendix C

Pathway for Children Missing Education:

School Only DAY 1 - 20

- Schools must monitor pupils' attendance through their daily register.
- Schools should contact the family of the missing student, or any named contacts, to investigate why the pupil is absent from school when the reason is unknown.
- Schools should keep a written record of all actions taken.
- If there is a safeguarding concern this must be reported to the school's safeguarding lead or child protection officer as appropriate.
- Where the child is subject to CAF, CiN or CP the lead professional must be informed immediately.
- Schools that have an agreed Service Level Agreement (SLA) in place will discuss with their designated Education Welfare Officer those pupils who fail to attend regularly or have missed then school days or more without permission.
- Schools not purchasing an agreed Service Level Agreement should consult their allocated EWO directly. Academies and Independent schools have the same responsibilities as maintained schools in regards to locating and reporting children missing education.

Schools and local authority DAY 20

- Where a pupil is absent for no less than twenty consecutive school days school must complete a Children Missing Education Referral Form – Appendix D
- Following receipt of the completed form the CME Officer will make all reasonable enquiries to locate the child and family and place this child on the vulnerable to CME list.
- The CME Officer will inform the school the time at which the child can be removed from the school roll.

Appendix D

[This CME Referral Form can be found on page 17 of the Bracknell Forest CME Policy.](#)

KAB6

'Be Remarkable'

Attendance & Punctuality Policy

2023 - 2024

Status of policy: Statutory Policy

Date policy was agreed: 9th October 2023

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

GREEN 97 - 100%	Students will be monitored by tutors and will be rewarded and praised for continued excellent attendance.
AMBER 94 - 96.9%	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.
RED 90 – 93.9%	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.
RED ACTION Below 90% or more than 5 lates in any half term	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

GREEN	Students will be monitored by subject teachers & tutors. Continued excellent punctuality will be rewarded.
AMBER 3 late marks in any subject per half term	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.
RED 4 late marks in any subject per half term	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.
RED ACTION 5+ late marks in any subject per half term	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 ext. TBC to the KAB6 Administrator.

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/ KAB6 Administrator or emailing lauren.newhouse@kingsacademies.uk. 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.

Students can self certify absence due to sickness for a maximum of 3 days.

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 students 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 until the student is aged 18+

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 KAB6 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:

Mrs Lauren Sword

Mr James Baldwin

Mrs Amy Sebbage

Mr Elliot De Grande

- Director of Sixth Form - Mrs Jess Richards
- KAB6 Administrator DDSL- Mrs Lauren Newhouse
- SLT link with responsibility for attendance - Mrs Laura Taylor
- Vice Principal and Designated Safeguarding Lead: 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.