

Attendance Policy

King's Academy Binfield



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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school

We will also promote and support punctuality in attending lessons. **We expect minimum attendance for all our students to be 97% and publicise this widely to prospective and current parents.**

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996

- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(student Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)
- [Children Missing Education - Guidance for Local authorities \(publishing.service.gov.uk\)](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and reviewing the effectiveness of the school's processes and improvement efforts to make sure they are meeting students needs

- Where the school is struggling with attendance, ensuring there is a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Executive Principal to account for the implementation of this policy

3.2 The Executive Principal

The Executive Principal is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising designated senior leader responsible for attendance and primary headteacher to be able to do so
- Ensuring that the SENCO and wider SEND Support team are working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels
- Ensure participation in the KGA Attendance forum to share examples of best practice across the trust.

3.3 The designated senior leader responsible for attendance

The designated senior leader with responsibility for attendance has the following responsibilities as part of their role:

- Leading, championing and improving attendance across the school

- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Ensuring that letters are sent to any parents/carers from the second half of the autumn term where attendance is below 97%
- Ensuring that parents /carers and students who have attendance below 95% meet with their tutor or class teacher and/or their YPL or phase leader to agree a plan or timescale for improving attendance, these will be regularly reviewed
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with families/carers to discuss and tackle attendance issues
- Ensuring that intervention and/or reintegration plans are developed in partnership with students and their parents/carers
- Ensuring that targeted intervention and support is being delivered to students and families
- Making the final decision about whether or not an absence will be authorised.

The designated senior leader responsible for attendance is Jo Davis (Secondary) and Jacqueline Tate (Primary) and can be contacted via 01344 306983 attendance.bi@kingsacademies.uk

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Executive Principal
- Reporting safeguarding concerns related to attendance through My Concern
- Working with education welfare officers to tackle persistent absence
- Advising the Designated Senior Leader responsible for attendance (authorised by the headteacher) when the threshold has been met to issue fixed-penalty notices

The attendance officer is Karen McCleave and can be contacted via 01344 306983 attendance.bi@kingsacademies.uk (Secondary) Mrs Angela Huckle via 01344 306983 (Primary)

3.5 Class teachers/form tutors

Class teachers and form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office through Arbor.

- Ensure that all pupils are registered accurately for both morning and afternoon sessions, on a daily basis, using the correct codes (see Appendix 1)
- Promote and reward good attendance at all appropriate opportunities
- Liaise with the YPLs, Attendance Team and/or relevant members of SLT on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a pupil's absence
- Liaising with parents where needed

3.6 School office staff

School office staff will:

- Take calls and emails from parents/carers about absence on a day-to-day basis and record it on Arbor
- Support with the monitoring and signing in of students outside of normal school hours, updating Arbor accordingly
- Support with attendance tracking on paper in lessons where there may be supply staff

3.7 Parents/Carers

Where this policy refers to a parent/carer, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/Carers are expected to:

- Make sure their child attends every day on time and, supporting the school's aim of 100% attendance, but a minimum of 97% attendance for every pupil by avoiding taking their child out of school unnecessarily.
- Contact the school to report their child's absence and reason for this before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 2 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- 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.
- Only request a leave of absence if it is for an exceptional circumstance

- Attend any meetings called regarding attendance and support in the development of an improvement plan for attendance if it is required for your child
- Seek support, where necessary, for maintaining good attendance, by contacting the relevant person for your child from the key contacts listed below:
 - First point of contact for parents is the student's tutor in secondary or class teacher in primary
 - The Attendance Officer - Mrs Karen McCleave (Secondary) Mrs Angela Huckle (Primary)
 - SLT Link for Attendance - Miss Jo Davis - Secondary, Mrs Jacqueline Tate - Primary
 - The Pastoral Support Team Secondary -
 - Year Progress Leads:
 - Year 7 - Mrs Amber Jackson
 - Year 8 - Mr Gary Parker
 - Year 9 - Mr Frankie Pugh
 - Year 10 - Mrs Clare Theobalds
 - Year 11 - Mr Scott Blake
 - KAB6 - Mrs Chloe Jackson-Foot
 - Senior Pastoral Support worker -
 - Miss Kelly Howes

KAB6 Administrator and Deputy Designated Safeguarding Lead - Mrs Lauren Newhouse

- The Pastoral Support Team Primary
 - Mrs Shelley Mccarthey (KAO)
 - Mrs Sophie Bateman (KAB)

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.

3.8 Students

Students are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time
- Ensure that they register at the main academy reception if they are late.
- Ensure that they sign out at the main academy reception to leave the academy site during the school hours, if the school has agreed with parents that this is permitted.
- KAB6 students - Year 13 must attend all day every day until October Half Term, at which point decisions will be made regarding independent study following PPEs. Year 13 must attend all their lessons and onsite study. Year 12 must attend all day every day for the whole year. Year 12 and Year 13 must attend assembly and tutor time on Monday, Tuesday and Thursday. On Wednesdays and Fridays students are invited and must attend their academic coaching session.

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For students of compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The timings of the school day are:

Secondary

The school day starts at 8:40am and ends at 3:10pm.

Morning registration is at 8:40am, any student arriving after this time will be marked as late. The register is kept open for 30 minutes, any student arriving after this time will be marked as U - unauthorised absence arriving after the register has closed.

- Arrival after the close of registration will result in a same day after school detention for all students from year 7 upwards. Students' mobile phones will be confiscated upon arrival at school and returned during the 20 minute after school detention.
- Failure to attend a late detention will result in a next day C3 detention
- Failure to attend the C3 detention will result in it being moved to the following school day

Primary

The school day starts at 8:45am and ends at 3:30pm

Morning registration is at 8:45am, any student arriving after this time will be marked as late. The register is kept open for 30 minutes, any student arriving after this time will be marked as U - unauthorised absence arriving after the register has closed.

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.**

Parents/carers 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

4.2 Unplanned absence

The student's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible.

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 by 8:30am or as soon as possible on the first day of absence.
- Absence should be notified through attendance.bi@kingsacademies.uk and/or through Arbor. Absence can be called in on 01344 306983 (Binfield) 01344 586399 (Oakwood)

Where there are concerns around your child's absence and/or reasons given, parents/carers will be contacted.

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

Secondary

- Arbor 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, Arbor in-app messages and/or SMS 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 may be carried out by two members 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
- If no contact by 11am - phone calls to be made to all contacts in SIMS in priority order
- If it has not been possible to make contact with any contacts 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.

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 continue to make all reasonable enquires to establish contact with parents and the child including making enquires to wider family and known friends. The MASH Team and Police will be contacted as required.

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 if applicable. 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.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in a Fixed Penalty Notice, prosecution, or other legal intervention. If a Fixed Penalty Notice is issued, a separate Notice will be issued to each parent for each child. Fixed Penalty Notices can only be issued to the same parent in respect of the same child within a 3-year rolling period. However, if absence is unauthorised and falls below 95% we have a duty to refer the matter to the local authority legal panel.

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.

Where there are doubts about the authenticity of the reason for absence, particularly around illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment and provides supporting evidence.

- Any application is to be made in writing, by the parent/carer with whom the child normally resides, using the form headed '*Application for Leave of Absence During Term time.*' These may be obtained from the school office **and** on our [website here](#).

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Secondary

The register is kept open for 30 minutes.

Arrival after 8:40 will register at the 'late gate' where their mobile phone will be taken and issued with a same day 20 minute detention. This is for all students from year 7 upwards.

- Failure to attend the 20 minute detention will result in a C3 detention the following school day
- Repeated punctuality issues will result in a parental meeting to discuss concerns around this and to develop an attendance and or punctuality support plan.
- Reasonable adjustments to the consequences outlined above will be made for students who have extenuating circumstances. This is on a case by case basis.

Primary

- Repeated punctuality issues will result in a parental meeting to discuss concerns around this and to develop an attendance and or punctuality support plan.

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.**

4.5 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels. Parents are notified on a daily basis via the Arbor app and a summary will be provided through written reports, as well as at in person parent meetings.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.

Leave of absence will not be granted for a student to take part in protest activity during school hours. It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all.

As a leave of absence will only be granted in exceptional circumstances, it is highly unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence

- Any application is to be made in writing, two weeks in advance by the parent with whom the child normally resides, using the form headed '[Application for Leave of Absence During Term time.](#)' These may be obtained from the school office AND on our website.
- Leave of absence will only be granted where the Headteacher, or person authorised by the Headteacher to do so, considers it is due to 'exceptional circumstances.' Parents will be informed by letter within 7 school days as to whether the request has been authorised or unauthorised.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in a Fixed Penalty Notice, prosecution, or other legal intervention. If a Fixed Penalty Notice is issued, a separate Notice will be issued to each parent for each child. Fixed Penalty Notices can only be issued to the same parent in respect of the same child within a 3-year rolling period.

THE CURRENT RATE PER PARENT, PER CHILD IS:

FIRST FIXED PENALTY NOTICE: Charged at £160.00 if paid within 28 DAYS, reducing to £80.00 if paid withing 21 days.

SECOND FIXED PENALTY NOTICE: Charged at a flat rate of £160.00 if paid within 28 days.

If the national threshold is met for a **third** instance for the same parent in respect of the same child, other legal intervention including prosecution will be considered.

PLEASE NOTE THE FOLLOWING POTENTIAL CONSEQUENCES SHOULD TERM TIME LEAVE BE TAKEN WITHOUT AUTHORISATION OF THE SCHOOL.

If an issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered pupil of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

The purpose of the Fixed Penalty Notice, where it is considered appropriate for such Notice to be issued, is to give a parent the time limited opportunity to avoid prosecution for a substantive offence contrary to Section 444 Education 1996. Any such prosecution following nonpayment of an issued Fixed Penalty Notice will be for a substantive offence contrary to S. 444 Education Act 1996, rather than for nonpayment of an issued Fixed Penalty Notice.

Prosecution for the substantive offence, if proved, may, in respect of the less serious offence contrary to S. 444(1) Education Act 1996 (being the parent of a child of compulsory school age who fails to regularly attend school), result in each such parent receiving a criminal conviction and /or Sentence by way of a Fine not exceeding £1,000.00.

Prosecution for the substantive offence, if proved, may, in respect of the more serious offence contrary to S. 444 (1A) Education Act 1996 (where the parent knows that the child is failing to attend regularly at the school and the parent fails without reasonable justification to cause that child to regularly attend school), result in each such parent receiving a criminal conviction and / or Sentence by way of a Fine not exceeding £2,500.00 and / or to a term of imprisonment not exceeding three months, or else any such community based Sentence as deemed appropriate by the Court.

In addition, in all cases where one of the substantive offences is proved, the Prosecution will seek an Order for the Defendant to pay a contribution towards the Prosecution Costs of the case, including investigation costs, the application for which will be served upon the Defendants at the time of the relevant Court proceedings.

In addition, when a Court passes a sentence, it must also order that the relevant "Victim Surcharge" be paid by Defendants. Revenue raised from the Victim Surcharge is used by Central Government to fund victim of crime services through the "Victim and General Fund." The amount of the Victim Surcharge to be paid by Defendants depends on the type of Sentence imposed and, in the case of an adult offender receiving the maximum level of Sentence applicable for the type offences covered by this School's Attendance Policy, may result in a Victim Surcharge of up to £170.00 per Defendant / parent.

In addition to any other Sentence imposed, the Court has the ancillary power to impose a "Parenting Order," not exceeding 12 months in duration, on parents, where the Court considers such an Order appropriate. Any person found guilty of failing without reasonable excuse to comply with the requirement of a "Parenting Order" or with a direction of the nominated Responsible Officer in respect of it is liable to Breach proceedings and, in the event of conviction for the same, to a fine, not exceeding £1,000.00, and or any other non-imprisonable Sentencing option available to the Court in such case.

Note: The term “Parent” is as defined under Section 576 Education 1996, meaning.

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility (as defined by the Children Act 1989) for a child or young person
- any person who, although not a natural parent, has care of a child or young person

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student’s attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn’t improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

The foundation for good attendance is a strong partnership between the school, parents and the child.

Research shows a direct link between under-achievement and attendance below 95%.

- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school 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.

To help us all to focus on promoting good attendance, we will:

1. Provide information on all matters related to attendance on a regular basis;
2. Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
3. Celebrate good attendance by displaying individual and class achievements/award additional positive points;
4. Reward good or improving attendance through certificates, activities, and additional positive points;
5. Tutors will discuss attendance with their tutees, promoting the benefits of good attendance and punctuality as well as individually discussing barriers to attendance
6. Where appropriate, set individual attendance targets for students to help them focus on improving their attendance.
7. Refer students to other supportive measures such as attendance review meetings, home visits, young carers, service team, home school link worker, and any other provision appropriate to their needs. liaise with partner support agencies to ensure additional needs are met which may impact on attendance.

7. Supporting students who are absent or returning to school

7.1 students absent due to complex barriers to attendance

Where appropriate, we will refer to outside agencies such as the EBSA (Emotionally Based School Avoidance) Service, MHST, CAMHS or Children's Social Care as well as signposting to support within school within our pastoral support team. A joined up approach between parents/carers, students, school and relevant external agencies will always be taken.

7.2 students absent due to mental or physical ill health or SEND

We will ensure that we work with medical professionals as well as the local authority to ensure that students are able to access education during a period of ill health where a medical professional deems them not able to attend school due to a medical reason.

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will

inform the local authority and work with the SEND team towards finding a resolution to any of the barriers identified.

7.3 students returning to school after a lengthy or unavoidable period of absence

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 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.

7.4 Leavers

If your child is leaving King's Academy Binfield 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 - this should be completed on a student leaver's form which can be requested at the school office and on our website [here](#).

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.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers and form tutors, to facilitate discussions with students and families, and to the local governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and student premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school

- o Listen, and understand barriers to attendance
- o Explain the help that is available
- o Explain the potential consequences of, and sanctions for, persistent and severe absence
- o Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour and conduct policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	student is present at morning registration
\	Present (pm)	student is present at afternoon registration
L	Late arrival	student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	student is participating in a supervised sporting activity approved by the school
W	Attending work experience	student is on an approved work experience placement
B	Attending any other approved educational activity	student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	student is at a medical or dental appointment
J1	Interview	student has an interview with a prospective employer/educational establishment
S	Study leave	student has been granted leave of absence to study for a public examination

X	Not required to be in school	student of non-compulsory school age is not required to attend
C2	Part-time timetable	student is not in school due to having a part-time timetable
C	Exceptional circumstances	student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	student has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	<p>student is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective student not on admission register	student has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: KAB 6 Attendance

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	<p>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.</p> <p>Should the students attendance fall below 80% the school will not pay for students' entry to public examinations.</p>

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 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

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.

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. Explanations 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 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
- Head of Sixth Form - Mrs Chloe Jackson-Foot
- KAB6 Administrator DDSL- Mrs Lauren Newhouse
- SLT link with responsibility for attendance - Miss Jo Davis