



# King's Academy Ringmer

## “in pursuit of excellence”

### Attendance and Student Registration Policy

**Date:** agreed at FG on 23 February 2023

**Review date:** July 2024

This policy reflects the vision and aims of King's Academy Ringmer by:

- Encouraging staff, parents/carers and students to maximise the learning experience in order that all students achieve their full potential.
- Providing clear procedures for involving parents/carers relating to academy attendance.

Parents/carers are expected to contact the academy as soon as they have concerns and to work with the staff in resolving any problems together. If difficulties cannot be resolved in this way, the academy may refer the student to the Education Support, Behaviour and Attendance Service from the Local Authority.

#### Contents

1. Attendance at King's Academy Ringmer	Page 2
2. Statement of Intent	Page 2
3. Parents'/carers' Responsibilities	Page 2
4. School Responsibilities	Page 3
5. Rewarding Attendance	Page 4
6. Attendance, Targets and Data	Page 4
7. Holidays in Term Time (Withdrawal from Learning)	Page 5
8. Procedures for Attendance at King's Academy Ringmer	Page 5
9. Summary	Page 8

## 1. Attendance at King's Academy Ringmer

Research shows that children who attend school regularly are likely to be more successful. A student who misses a day of school a week, misses an equivalent of two whole years in their school life. This clearly leads to gaps in their knowledge and limits their progress.

King's Academy Ringmer works hard to ensure students are attending school as often as possible and we are passionate about all students achieving 100% attendance. It is our belief that absence from learning has a negative impact on the progress of students and we will work collaboratively with parents and students to ensure attendance can be maximised.

Every half-day absence (each session) has to be **classified by the academy**, not by the parent/carer, as either AUTHORISED or UNAUTHORISED. Therefore, information regarding the cause of each absence should always be communicated to the academy on each day of the absence.

***Authorised absences are mornings or afternoons away from the academy for a reason such as genuine illness or other unavoidable cause.***

***Unauthorised absences are those which the academy does not consider reasonable and for which no "leave" has been given. This includes:***

- ***Parents/carers keeping students off from the academy unnecessarily***
- ***truancy during the academy day***
- ***absences which have never been fully explained***
- ***students who arrive at the academy after registration has closed***
- ***holidays that have not been authorised***

## 2. Statement of Intent

The school aims to work together with parents/carers to ensure that all children registered at the school attend regularly and punctually in order that their development and achievement are maximised. It is our aim that every student at King's Academy Ringmer understands the importance of attending regularly and is working towards 100% attendance.

## 3. Parents'/carers' Responsibilities

1. Parents/carers have a legal duty to ensure that their children of school age must attend on a regular and full-time basis.
2. Parents/carers should ensure that if their child is to be absent from the academy for any unavoidable reason, such as sickness, they should contact the academy as soon as possible, preferably on the first morning of absence by 07:30am. This may be done by email, telephone or in person at the academy reception.
3. Parents/carers may not authorise their child's absence – only the academy can do this on the basis of the explanation provided by the parents/carers. (Should parents/carers fail to provide a satisfactory reason for their child's absence the academy will record such absence as unauthorised until a reason is provided).
4. Parents/carers should ensure that their child arrives at the academy in time for the start of registration (8.45am). If a student arrives after 8.45am his/her parent/carer should report directly to the reception. Any child arriving after the start of the first lesson will be recorded as a code of U, which means 'late after registration is closed' for that session, and which will impact on the student's attendance rate.

#### 4. School Responsibilities

1. The academy will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
2. Registers will be called twice daily (at 8.45am and at 1.40pm). Registers for lesson one will close at 9.15am and at 1.55pm for lesson 5. For morning registration, any child arriving after 8.55am but before 9.15am will be recorded as a code of L, which is 'late before registration is closed' and any child arriving after 9.15am (the closing of the morning register in lesson one) will be recorded as a code of U which is 'late after registration is closed' for that session which will impact on the student's attendance rate.
3. Teachers will complete registers in accordance with the guidance contained in the staff handbook. The Administration and Attendance Assistant will highlight any errors and/or inconsistencies on a daily basis.
4. Where a student is attending off site provision, the provider will maintain a register in accordance with policy and notify the academy directly of all incidents of non-attendance.
5. Should a class teacher have particular concerns about an individual child's attendance or punctuality, these should be recorded in an email sent to the Key Stage Pastoral Leaders (KSPLs), Administration and Attendance Assistant, Attendance Officer and the Assistant Principal for Behaviour and Attendance. As part of these staff duties and duty of care, all members of staff are encouraged to contact parents/carers when they are concerned about a student's attendance.

The Administration and Attendance Assistant should record this communication with parents on SIMS. The KSPLs and the Assistant Principal for Behaviour and Attendance should record this **attendance information in context of the agreed strategy**. ~~information on the attendance between 90-95% document and the Attendance Officer should record this on the attendance below 90% document when they take such action so it can be recorded.~~

6. Should a child/young person be absent the class teacher will enter the appropriate code in the register. Should no explanation be received from parents/carers, staff will endeavour to contact the parent. Should this prove impossible the class teacher will refer the matter to the KSPLs, Administration and Attendance Assistant, Attendance Officer and the Assistant Principal for Behaviour and Attendance.

#### **Setting work:**

**Relevant and appropriate work in line with the student's year group, will only be set if a student has been given authorisation of absence, from school such as:**

- **Suspension duration.**
- **Permanently Exclusion duration.**
- **Agreed to be educated not on the school site.**

7. All absence communications from parents/carers should be recorded on SIMS by the form tutor/class teacher or staff receiving the communication. Only communications concerning absences about students where there are concerns/queries should be brought to the attention of the KSPLs, Administration and Attendance Assistant, Attendance Officer and the Assistant Principal for Behaviour and Attendance (who may then choose to speak to the parents/carers concerned).
8. The Assistant Principal for Behaviour and Attendance and Attendance Officer will regularly collect attendance data and will share this data during meetings with the Principal, KSPLs and governors of King's Academy Ringmer.

9. The academy will employ a number of strategies to promote regular, punctual attendance:
- Regular class teacher input about the importance of attending to be shared in tutor/mentor time and daily lessons.
  - Unexplained absence will be followed up on the first day with an email or telephone conversation home.
  - Students who are on the Persistent Absence list and under Child in Need or Child Protection proceedings will have daily telephone calls.
  - Attendance data will be shared and discussed every two weeks with the KSPL team, Pastoral Manager and Deputy Designated Safeguarding Lead (DSL), Special Educational Needs Coordinator (SENCO), Attendance Officer and the Assistant Principal for Behaviour and Attendance.
  - Where attendance falls between 90-95% this will trigger intervention strategies which will ultimately, if not remedied, result in a referral to the Education Support, Behaviour and Attendance Service (ESBAS) and possible legal intervention.
  - Where attendance falls below 90% and all appropriate interventions have taken place, the case will be discussed with ESBAS.

## 5. Rewarding Attendance

At King's Academy Ringmer we believe that it is important to use positive and proactive strategies to promote good attendance. These will include:

1. Staff lead by example of being punctual to all lessons and hold high expectations of punctuality and attendance.
2. Appropriate personal encouragement or congratulation will be offered to learners.
3. The class teachers and Key Stage Pastoral Leaders (KSPL) will communicate (via email/telephone calls) regularly with parents/carers regarding attendance including praising and encouraging good attendance.
4. Attendance % figures for good attendance will be displayed on the screens around the academy praising year groups and individual tutor groups.
5. The attendance officer will communicate regularly with parents/carers regarding significant improvements of particular students who were on the Persistent Absence List (~~Less than 90% attendance 2020~~).
6. Parents/carers will be sent an email termly to congratulate students on **positive 98-100%** attendance. The academy Attendance Officer and/or Principal will be responsible for this task.
7. Each term prizes/rewards, will be offered to those top tutor groups in each year whose attendance is the highest.

### **Addendum:**

~~(COVID Caveat for point 1 above – This may be hard to achieve as staff are moving around the academy and the students are static in lessons)~~

## 6. Attendance, Targets and Data

King's Academy Ringmer attendance ~~targets are based on previous years data / national targets and MAT guidance. target for the academic year 2020-2021 is 94.6%. This is based on the most recent national attendance data and will be adjusted on an annual basis, in line with national overall attendance~~

The governing body and Multi-Academy Trust (MAT) hold high expectations for attendance and punctuality.

~~King's Academy Ringmer has recently introduced a new Attendance Action Plan in July 2020, which has subsequently been revised in November 2020.~~

1. The academy will refer to National Data and expectations for attendance when setting its targets.
2. A range of attendance data will be collected each half term in order to identify individuals and particular cohorts whose attendance causes concern.

As part of this process a PA (Persistent Absentee) Register will be maintained where necessary and regularly reviewed.

Where a student's attendance falls below 95%, we will identify these students 'at risk' of persistent absence and will implement strategies to address this.

A student becomes a 'persistent absentee' when their attendance falls below 90% and they miss 10% or more schooling across the academy year for whatever reason. Absence at this level will be doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and cooperation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately.

The academy will keep 'case study' records of those students whose attendance is 50% or below and is therefore a significant and serious concern. This will enable us to closely monitor the interventions from all stakeholders with regard to these students.

## 7. Holidays in Term Time (Withdrawal from Learning)

Taking holidays in term time will affect students' schooling as much as any other absence and will bring their attendance percentage down. We expect parents/carers not to take children away in the academic year and remind them that there is no automatic entitlement to take leave of absence during school time.

When a leave of absence is absolutely unavoidable and only in extenuating circumstances, parents/carers will be asked to complete a ["Withdrawal from Learning Form"](#)

Any applications for leave of absence must be made on the "Withdrawal from Learning Form" at least 2 weeks in advance and a decision will be made at the discretion of the Principal who will discuss this with the parents/carers. In making a decision the academy will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Any period of leave taken without the agreement of the academy, or in excess of that agreed, will be classed as unauthorised and may lead to sanctions, such as a Fixed Penalty.

## 8. Procedures for Attendance at King's Academy Ringmer

Attendance is key to learning. We act swiftly to ensure that absence does not impact on student learning.

### First day of absence:

- When a student is absent from the academy and no contact has been made by parents/carers, the Administration and Attendance Assistant will call/email home to determine the reason for absence. They will then log the appropriate absence code on SIMS and this will be classed as a **first intervention**.
- If parents/carers do not respond and no reason for absence is provided, a code of N ("No reason yet provided for absence") will be recorded. This code will affect the overall rate of the student's attendance until a reason is provided.

### Second and Third Day of absence:

- Day 2 - The Administration and Attendance Assistant will try to call/email home asking for contact to be made with the academy immediately again to determine the reason for absence. Parents/carers will also be given a number of alternative ways of contacting the academy.
- Day 3 - The Administration and Attendance Assistant will try to call/email home asking for contact to be made with the academy immediately again to determine the reason for absence. Parents/carers will also be given a number of alternative ways of contacting the academy. If no contact is made we have a statutory duty of care to contact the police to inform them that a child is missing in education.

### Attendance falling below 95%:

- The attendance officer shares data with the KSPLs and staff related to attendance every two weeks identifying a student's absence that falls below 95%.
- The KSPLs will then consider the need to contact parents/carers to share the academy's concern regarding their child's attendance. The KSPLs and the Assistant Principal for Behaviour and Attendance should record any communication with parents on the attendance between 90-95% document and this will be classed as a **second intervention**.
- The KSPLs and the Assistant Principal for Behaviour and Attendance should inform parents/carers that should their child's attendance fall below 90%, this will be classed as Persistent absence and the Attendance Officer will be involved to commence formal proceedings to investigate levels of attendance.

### Persistent Absence (PA) Attendance falling below 90%:

- The attendance officer shares data with the Pastoral team, every two weeks identifying a student's absence that falls below 90%.
- The Pastoral Manager and Deputy Designated Safeguarding Lead (DSL), Special Educational Needs Coordinator (SENCO), Attendance Officer and the Assistant Principal for Behaviour and Attendance team will then consider who will contact the parents/carers to share the academy's concern regarding a student's attendance. Any communication with parents should be recorded on the Persistent absence attendance below 90% document.
- The Attendance Officer should inform parents that a letter of information is being sent.
- **STAGE 1 - Attendance Concern letter Attendance Officer:**
  - This will be classed as a **THIRD INTERVENTION**.

- In this letter parents/carers need to be informed that should attendance not improve over the next two-week period, this will be classed as Persistent absence and the academy will commence formal proceedings to investigate levels of attendance.
- **STAGE 1B - Attendance review letter: Attendance Officer**
  - In this letter parents/carers will be informed whether there has been an increase/decrease in their child's % of attendance. Should their attendance not improve over the next two-week period, this will be classed as Persistent absence and the academy will commence formal proceedings to investigate levels of attendance and a formal letter will be sent out inviting them to a meeting.
- **STAGE 2 - Attendance Support Meeting Invitation: Attendance Officer and Assistant Principal for Behaviour and Attendance**
  - This invite will be sent by email and post to the home of the student.
  - This letter will be classed as a **FOURTH INTERVENTION**.
  - Parents/carers will be asked to contact King's Academy Ringmer if they cannot attend this initial meeting so the meeting can be rescheduled to a more convenient time. This letter will also inform parents/carers that failure to attend or contact the academy may result in a referral to the Local Education Authority.
- **STAGE 2A - Attendance Improvement Agreement Contract: Attendance Officer**
  - Targets are agreed by all parties to improve attendance.
  - Document must be signed by the Attendance Officer, student and parent
- **STAGE 2B - Student Voice "Listen to me" Document: Attendance Officer**
  - Students should complete the student voice document to help staff elicit students' views about the academy and their learning
  - The appropriate staff member will involve the student in the target setting process.
- **STAGE 3 - Attendance letter after attendance meeting: Attendance Officer**
  - This letter will confirm what was discussed during the meeting, such as attendance and the implications of persistent absence.
  - The letter also states that the student should not accrue 10 sessions of unauthorised absence or 5 days of unauthorised absence during the next 10 school week period starting from the attendance meeting date.
  - Additionally, a copy of the signed Attendance Improvement Agreement Contract will be sent home indicating the targets set to ensure attendance percentage improves over the next two-week period.
- **STAGE 4A - Attendance Improvement Review Letter: Attendance Officer**
  - Parents/carers will be informed of the improvement in their child's % of attendance.
  - If it is still below the national average of 95% we will continue to monitor the attendance closely until the child's percentage attendance is above 95%.
- **STAGE 4B - Attendance Deterioration Review Letter: Attendance Officer**
  - Parents/carers will be informed of the deterioration in their child's % of attendance.
  - Date is noted officially.
  - Should their attendance not improve over the next **two-week period, this will be classed as Persistent Absence** and the academy will commence formal proceedings to the fifth intervention.
- **STAGE 5A - IRREGULAR SCHOOL ATTENDANCE - FIRST NOTICE: Attendance Officer**
  - This letter will be classed as a **FIFTH INTERVENTION**.
  - Parents/carers will be informed they are now on notice that if their child continues to accrue unauthorised absences, we will consider referring the matter for consideration of legal enforcement action.
  - Should their attendance not improve over the next two-week period, this will be classed as Persistent absence and the school will commence formal proceedings to the sixth intervention.
- **STAGE 5B - IRREGULAR SCHOOL ATTENDANCE - FIRST NOTICE - No Contact: Attendance Officer**
  - This letter will be classed as a **FIFTH INTERVENTION**.

- Failure to contact the academy, or attend the meeting will always result in an irregular school attendance - first notice being issued.
- **STAGE 6 - IRREGULAR SCHOOL ATTENDANCE - FINAL NOTICE: Attendance Officer**
  - This letter will be classed as a **SIXTH INTERVENTION**.
  - Should their attendance not improve over the next two-week period, this will be classed as Persistent Absence and the academy will commence formal proceedings to the seventh and final intervention.
- **STAGE 7 - IRREGULAR SCHOOL ATTENDANCE - PENALTY NOTICE MONITORING: Attendance Officer**
  - This letter will be classed as the **SEVENTH AND FINAL INTERVENTION**.
  - Attendance will be monitored for 15 days from the issue date of the **IRREGULAR SCHOOL ATTENDANCE - PENALTY NOTICE MONITORING**.
  - During this period, the child must have **No Unauthorised Absences**.
  - If unauthorised absence is accrued during the 15-school day period of the Penalty Notice, a referral will be made to ESBAS for consideration of legal enforcement action and a **Penalty Notice** may be issued.
- **Any student with attendance below 90% is subject to attendance procedures and is required to provide medical evidence for all absences.**
- **All intervention documents and letters listed above are on the staff share Google Drive on the school network at King's Academy Ringmer**

## 9. Summary

The academy has a legal duty to publish its absence figures to parents/carers and governors to promote attendance. Equally, parents/carers have a duty to make sure that their children attend.

Academy staff are committed to working with parents/carers as the best way to ensure as high a level of attendance as possible.