



THE KIMBERLEY SCHOOL

ATTENDANCE POLICY

The Kimberley School seeks to ensure that all students receive a full-time education which maximises opportunities for every student to reach or exceed their academic and social potential. The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to sustain high levels of attendance and punctuality and will challenge the behaviour of those students and parents/carers who do not do so. Our priority is to support students and parents/carers to secure good attendance. Appendix 1 sets out the impact that poor attendance can have on achievement. If parents/carers have any concerns about their child's attendance, then they should contact the Student Support Team who will be happy to help.

How should parents report an absence?

Parents should contact the student support team through the main school reception phone number, on each day of absence, before 8:50am to report an absence. They should set out the student's name, tutor group and reason for absence.

If parents do not report an absence, then the school will make contact with them on the first day of absence.

Acceptable reasons for absence include:

- illness or other unavoidable cause that prevents attendance
- a day exclusively set aside for observance by the religious body to which the student's parents belong
- to attend a job or college interview that could not be organised outside of school hours
- to take part in approved public performances
- to take part in special tuition, public exams, sporting events, etc

Unacceptable reasons for absence will be recorded as unauthorised and include:

- truancy
- minding the house/staying in for repairs
- shopping
- attending sporting events or pop concerts
- annual holidays
- to do homework
- to help with the family business
- birthdays
- school uniform in the wash
- looking after brothers or sisters
- oversleeping

What will we do when attendance is a concern?

Even when there are legitimate reasons for absences it is important that school and home work together to improve attendance. When attendance drops below 95% the Attendance Officer will contact parents and carers and offer them support in helping securing good attendance for their child. The government defines Persistent Absence as attendance that is below 90%. When a student's attendance does drop below 90% the Attendance Officer will contact parents and carers, offer them support in helping securing good attendance and will implement a programme of attendance monitoring.

If a student's attendance continues to be a concern, then the Attendance Officer may conduct home visits or involve support from other agencies. The Local Authority will pursue fixed penalties and court action should attendance not improve. The process for communicating with home and for monitoring attendance is set out in Appendix 2.

Term-time Holidays

High Attainment depends on good attendance. Term-time holidays will have a significant impact on achievement and progress and therefore our policy is not to authorise any other than in the most exceptional circumstances. The fundamental principles that we use for defining exceptional are rare, significant, unavoidable and short. By unavoidable we mean an event that could not reasonably be scheduled at another time.

Amendments to the Education (Pupil Registration) (England) 2006 regulations make clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Schools should determine the number of school days a child can be away from school if the leave is granted.

In these circumstances an application must be made in writing, with appropriate evidence, to the Attendance Officer in advance of booking the intended holiday. The Attendance Officer will respond with a decision in writing within one working week. Even in exceptional circumstances we are unable to authorise any more than 10 school days' absence for term time holidays in one academic year.

If a holiday is taken during term time without being authorised as described above – then the absence may be referred to the Local Authority who may issue a penalty notice in line with the [Nottinghamshire Local Code of Conduct for Penalty Notices Issued In Respect of Truancy and Excluded Pupils](#)

Unauthorised Absence

Periods of absences that have not been authorised are very concerning. If a student has three or more days of unauthorised absence over a six-week period, then the absences may be referred to the Local Authority who may issue a penalty notice in line with the Nottinghamshire Local Code of Conduct for Penalty Notices Issued in Respect of Truancy and Excluded Pupils.

Punctuality

Students should arrive in school at 8:40am so that they can move calmly and quickly to their tutor groups or assembly to register at 8:50am. Registration closes at 9:00am.

Students who arrive after 8:50am but before registration closes will be marked as late "L" in the school register and may be placed in a lunchtime Rapid Response Detention. A text message will be sent home to parents and a behaviour point for lateness will be recorded. If a student is regularly late then a sanction will be imposed in line with appendix 2 of the behaviour management policy.

Students who arrive after registration closes at 9:00am should report to the main reception. If there is no good reason for this late arrival, then it will be recorded as an unauthorised absence "U" in the school register. Examples of reasons for arriving after 9:00 that the school will not accept include oversleeping and returning home to collect lunch/uniform/homework or other equipment.

Students who are late to any lesson/tutor group more than 3 times in a rolling two week period will be placed in a lunchtime late detention.

If a student arrives after the register closes on 10 separate instances over a period of six school weeks and these have been recorded as a "U" in weeks, the attendance register, then the persistent lateness may be referred to the Local Authority who may issue a penalty notice in line with the Nottinghamshire Local Code of Conduct for Penalty Notices Issued in Respect of Truancy and Excluded Pupils.

Working With Parents/carers

Our priority is to work in partnership with home to secure good attendance. We will only be successful when school and parents/carers work well together. In order to secure this strong partnership, we ask parent/carers:

- to notify the Student Support Team immediately of absence and the likely duration;
- keep in contact with school when any issues arise related to attendance; and
- to respond to any contact by school staff and other agencies about attendance.

Statutory Requirements

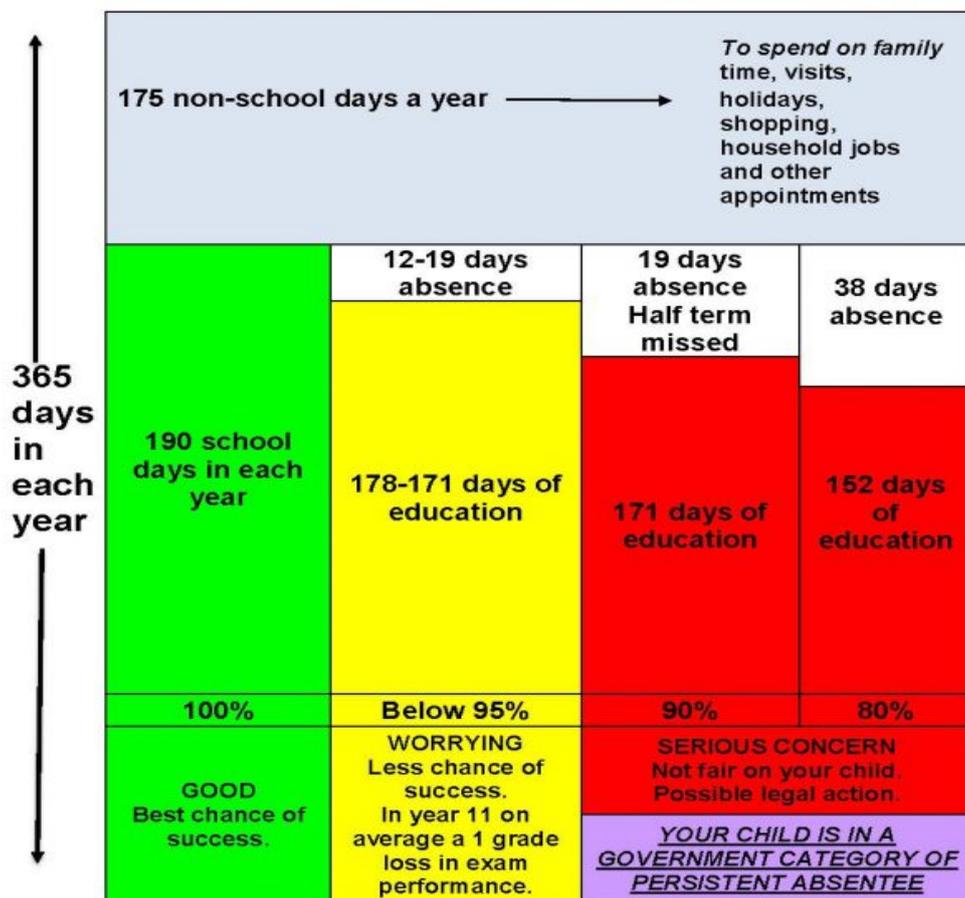
- Section 444(1) of the 1996 Education Act sets out that parents/carers have a duty to ensure that their children receive a full-time education and that they are in breach of this act if they do not send their child to school.
- Parents/carers must notify school of the reason for absence. The school then decides if the absence can be authorised.
- The school will maintain an accurate register for each school session as a legal document.

Amended February 2018

Next Review Date: Autumn 2022

Every School Day Counts

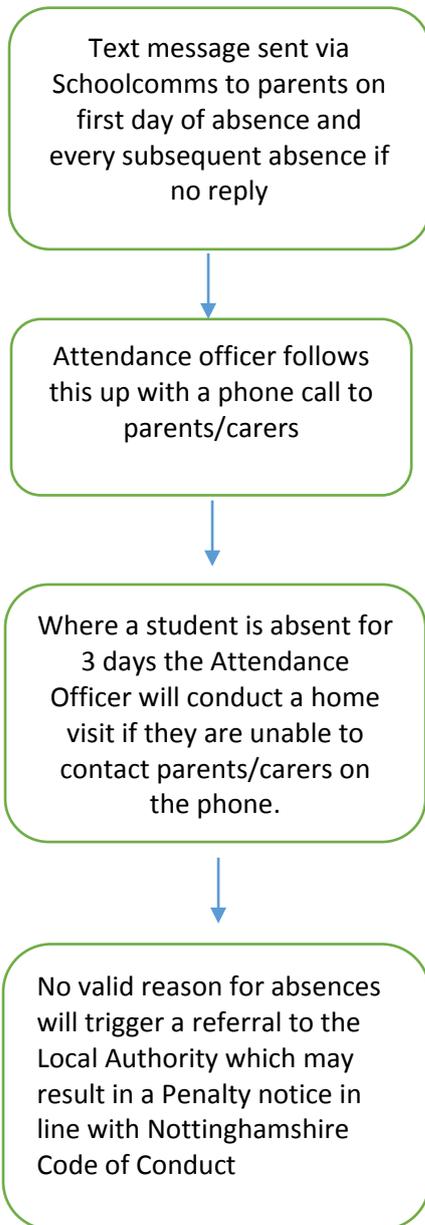
There is clear evidence to show that days off school impact on your child's attainment and progress. Days off add up to lost learning and less progress.



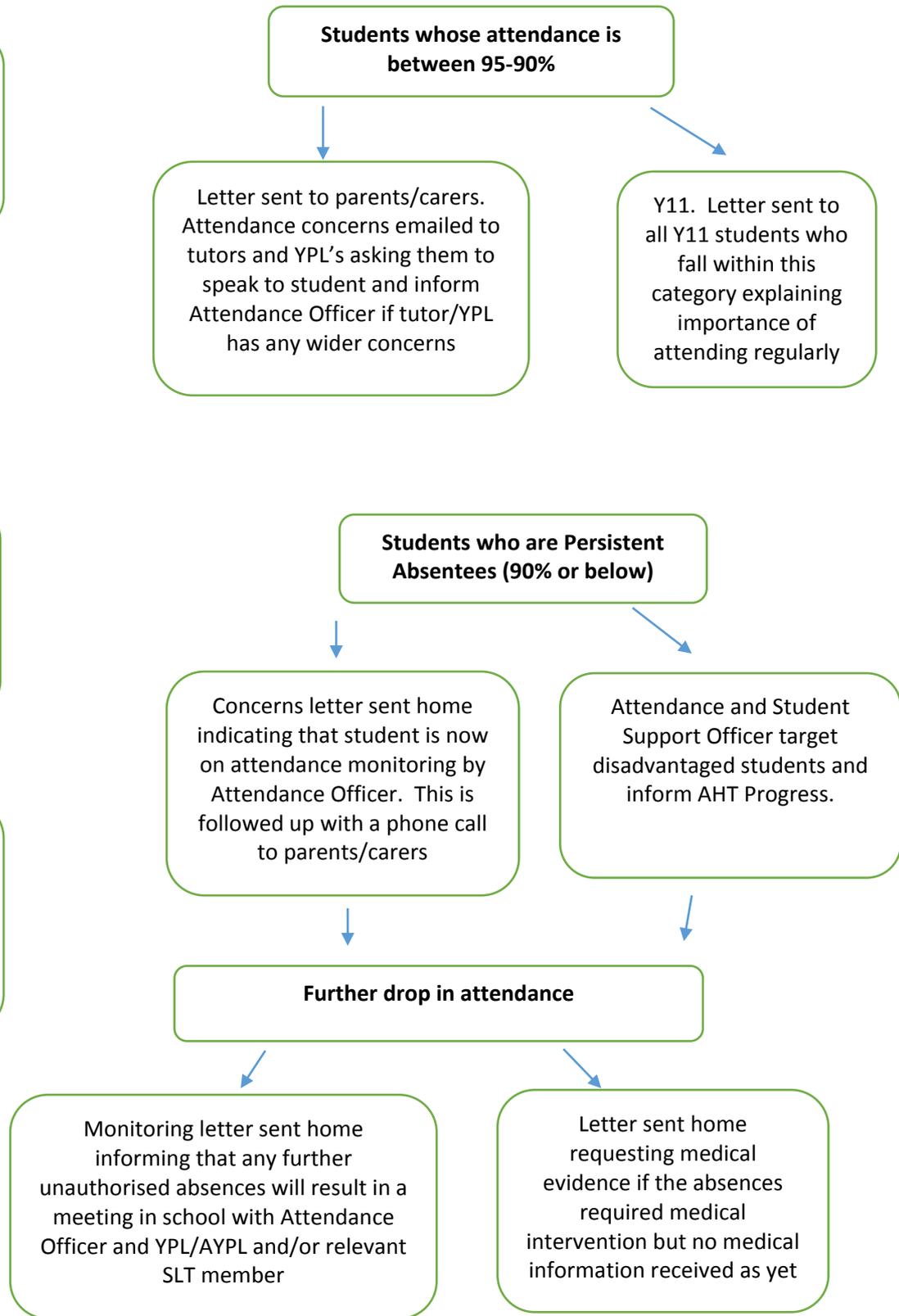
- Please don't let your child miss out on the education they deserve and need for their future.
- Every school day counts and absences add up in the end.

Attendance Communication and Monitoring Processes

Daily Monitoring



Fortnightly Monitoring



Any further absences, despite above attendance procedures followed, letter sent to parents informing of notice of formal monitoring for two weeks. Further absences during this period will result in a referral to the Family Service for their involvement