



Striving for Excellence

Cirencester Kingshill School

Head: Christine S. Oates

ATTENDANCE POLICY

Aim

With the intention of enabling all pupils to take full advantage of the educational opportunities open to them, Cirencester Kingshill School aims to work with pupils and parents to encourage excellent levels of attendance and punctuality.

Registration (including punctuality)

- Registers will be taken punctually at 8:50am and at 3:05pm (registers will close at 9:15am and 3:10pm).
- Should a pupil arrive during registration but after the register is called, the tutor will fill in an L mark.
- Should pupils arrive in school after registration, they should sign the lateness book at reception, providing an explanation for the lateness.
- Late arrivals before the close of registration will receive an L mark; those arriving after the close of registration without an acceptable reason (such as a medical appointment) will receive a U mark.

Parents

- Parents are legally responsible for ensuring their child's regular and punctual attendance.
- Parents should inform the school in writing of the reason for any absence on the day of return.
- It is always desirable for parents to telephone the school to explain any absence, and certainly this should take place if the child has been absent for three consecutive days.
- Parents who become aware that their child is reluctant to attend school for any reason should contact the tutor / Head of Year as soon as possible to discuss the situation.

Authorised / Unauthorised absence

The school will decide whether an absence is authorised or unauthorised. Absence from school may be authorised for reasons such as:

- The pupil is too ill to attend
- Unavoidable medical / dental appointments
- Days of religious observance
- Exceptional family circumstances, such as bereavement

Whenever possible, medical / dental appointments should be made outside of school hours.

Absence from school will not be authorised for reasons such as:

- Shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays

Holidays in term time

Parents are strongly encouraged **not** to arrange holidays in term time, as absence can negatively affect progress. Parents are advised that they have no legal right to take children out of school for trips or holidays, but must apply for the school's permission on the county holiday form (available from reception). In special circumstances, the school has the legal authority to grant up to ten school days' leave of absence in any one academic year for a child to go away on holiday [The Education (Pupil Registration) regulations 2006]. The school will only grant such requests provided that the dates do not clash with an essential school event such as an examination and the pupil has a good attendance record. The school will annually review the amount of overall absence accounted for by holidays.

Procedures for following up absence

- Pupils who are on an Attendance 'stage of concern' (see below) will receive a phone call home from reception on the first day of absence.
- Parents will be contacted if a pupil has been absent for three consecutive days and no message has been received by the school. In this case tutors should complete a 3 day absence card and hand it to reception.
- Should a pupil return to school after an absence without a written explanation from a parent, and one is not forthcoming in subsequent days, the Year Head will write to parents. After this point, unexplained absences will be marked as unauthorised by the Head of Key Stage.
- The Education Welfare Officer and Heads of Key Stage / Year Heads will liaise weekly about pupils whose attendance and/or punctuality is causing concern.

Stages of action for tackling attendance concerns:

At the end of each term, Year Heads will be given a list of pupils by reception with attendance below 90% for the term and cumulatively over the year. A dialogue will then take place with tutors to decide whether to place pupils on one of the following stages.

Stage 1

Attendance falls below 80% for the year and/or term. A standard stage 1 letter of concern (lodged with the pastoral secretary) is sent home. This will also mean that the pupil is on the first day phone call list for the next term. Circumstances like an authorised two week holiday or a broken leg would mean that a letter would not be sent.

At the end of the next term, the pupil's attendance percentage is again examined. If there has been an improvement a letter of praise will be sent. However, if concerns persist, the pupil should be placed on Stage 2:

Stage 2

Head of Year contacts parents and invites them in to a meeting with Head of Year and Head of Key Stage. At this meeting, it should be made clear that, if concerns persist, the school may decide not to authorise absence in the future **even if the absence is supported by a note from parents** unless an accompanying medical letter is provided. A referral is also made to the Education Welfare Officer who is asked to make contact with the pupil and parents at this stage to register a concern.

At the end of the next term, the pupil's attendance percentage is again examined. If there has been an improvement a letter of praise is sent. However, if concerns persist, they should be placed on Stage 3:

Stage 3

Parents are informed that absence notes will no longer be accepted unless accompanied by a medical letter. The Education Welfare Officer will then use this accumulation of unauthorised absence to take the action they deem necessary, such as a final warning letter, Individual Attendance Plan and, in the most extreme cases, prosecution.

Stages of action for tackling punctuality concerns:

At the start of each week during each term, reception will provide Heads of Year with lists of pupils who have been late to school 3 or more times cumulatively during that term. Heads of Year will receive separate lists for lateness before the close of registration (L) and lateness after the close of registration (U). The following action will then be taken:

3 late marks

Letter of concern is sent to parents.

6 late marks

Letter of concern is sent to parents and a half hour Upper/Lower School detention is issued.

9 late marks

An hour senior detention is set and parents are invited into school for a meeting.

Procedures for return to school after a long absence:

- Where a child has a prolonged illness, regular contact will be maintained with parents and work sent home where appropriate.
- On return, subject teachers will be informed and requested to advise pupils on what work needs to be caught up and how best to do this. In addition, colleagues will be requested not to "overload" pupils at this stage.

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE CHILD PROTECTION POLICY, CHILDREN LOOKED AFTER POLICY, THE ANTI-BULLYING POLICY, BEHAVIOUR POLICY, RACE EQUALITY POLICY, WEAPONS AND KNIVES POLICY AND THE SUBSTANCE MISUSE POLICY.

Reviewed by C Patrick _____ July 2011 _____ (Date)

Adopted by Governors _____ (Date)

Review date _____ July 2012 _____