King's High School

King's High School Attendance Policy	
Regulatory	Yes
Version	2025.1
Author and Reviewer	Pastoral and Attendance Manager
Approving Body	King's High School Governors Committee
Date Approved	September 2024
Review Cycle	Annual
Previous Review Date	August 2023
Next Review Date	August 2025

Updates:

Version	Date	Section	Update
2024.1	7.10.24	3.1	Name of designated Governor for Attendance added
2024.2	11.10.24	15.2	Fairness of rewards for attendance for students with medical conditions
		18.1	How significance of absence thresholds increases over longer time scales

King's High School Attendance Policy

1. Aims

1.1. King's High School is committed to meeting its obligation with regards to school attendance through a whole-school culture and ethos that values good attendance. The School's commitment includes: 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;

1

- acting early to address patterns of absence;
- building strong relationships with families to ensure students have the support in place to attend school.
- The School also promotes and supports punctuality in attending lessons.

2. Legislation and guidance

2.1. This policy meets the registration requirements of the Department for Education (DfE) guidance Children Missing Education (2016) and the DfE non-statutory guidance.

2.2. This policy refers to the DfE's guidance on the school census, which explains the persistent absence threshold of 10% and the guidance on mental health issues and attendance: School census guidance.

2.3. Further guidance has been taken from:

- The School Attendance (Student Registration) (England) Regulations 2024
- Mental health issues affecting a student's attendance: guidance for schools
- Summary of responsibilities where a mental health issue is affecting attendance (publishing.service.gov.uk)
- Keeping Children Safe in Education.

2.4. All children have rights set out in the United Nations Convention on The Rights of the Child:

- Article 28 — Children and young people have the right to education no matter who they are;
- Article 29 — Children and young people have the right to an education that helps their mind, body and talents develop to the full.

2.5. This policy also pays due regard to the Equality Act (2010).

2.6. Sixth Form attendance is recorded in line with DfE guidance, using the national attendance and absence codes to help monitor attendance and to encourage good attendance habits. The keeping of attendance data is essential for the care of the students' academic progress and for reporting on it. It is also a welfare matter for the school to know when students are or are not on the premises.

3 Roles and responsibilities

3.1 Governors

Attendance is reported regularly to Governors and the Safeguarding Governor, in particular, has an overview of attendance and the procedures put into place for monitoring, analysis and follow up. Governors are responsible for:

- setting high expectations of all school leaders, staff, students and parents;
- recognising and promoting the importance of school attendance across the school's policies and ethos;
- making sure school leaders fulfil expectations and statutory duties including making sure the school:
  - records attendance accurately in the register;

- o works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate;
- 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 providingsupport and challenge;
- monitoring attendance figures for the whole school and repeatedly evaluating 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, working with school leaders to develop 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:
  - o the importance of good attendance
  - o that absence is almost always a symptom of wider issues
  - o the school's legal requirements for keeping registers
  - o 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 headteacher to account for the implementation of this policy.

Mrs. A. Wilson, Safeguarding Governor is the designated governor for attendance.

3.2 The Head

The Head is responsible for:

- implementation of this policy at the school;

- monitoring school-level absence data and reporting it to Governors;

- supporting staff with monitoring and addressing the attendance of individual students;

- monitoring the impact of any implemented attendance strategies;

- ensuring work takes place 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;

- ensuring communication takes place 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.

3.3 The Designated Senior Leader Responsible for Attendance

The designated senior leader responsible for attendance (also known as the 'senior attendance champion') is Mrs Shirley Watson, Deputy Head Pastoral, who can be

contacted at s.watson@warwickschools.co.uk. The senior attendance champion is responsible for:

- leading, championing and improving attendance across the school;
- setting a clear vision for improving and maintaining good attendance and punctuality;
- 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;
- liaising with students, parents/carers and external agencies, where needed;
- building close and productive relationships with parents to discuss and tackle attendance issues;
- creating intervention or reintegration plans in partnership with students and their parents/carers;
- overseeing the delivery of targeted intervention and support to students and families.

3.4 Heads of Key Stage and Heads of Year

The Heads of Key Stage and Heads of Year support the DHP in fulfilling the responsibilities listed above and are specifically responsible for**:**

- promoting student attendance and punctuality expectations within their year groups;
- facilitating discussions with students and families to try to remove any barriers to attendance and/or punctuality;
- liaising with the Attendance Office about appropriate communication with parents when a student arrives late or is unexpectedly absent from school;
- delivering targeted interventions in line with the Safeguarding and Child Protection Policy and Behaviour Policy.

3.5 The Attendance Officer

The School Attendance Administrator and the Pastoral Assistant fulfil the role of Attendance Officer and are responsible for:

- regularly monitoring and analysing attendance and punctuality data;
- benchmarking attendance data to identify areas of focus for improvement;
- providing regular attendance reports and reporting concerns about attendance to the Senior Attendance Champion;
- working with pastoral staff, including the Heads of Key Stage, Heads of Year and Deputy Head Pastoral and, if appropriate, the local authority, when a student's low attendance causes concern;
- liaising with other leaders and administrators such as the Foundation Data Administrator or Pastoral Assistant, Head's PA and office staff to fulfil their responsibilities.

Parents are asked to contact the Attendance Administrator, Mrs Jacqui Munday j.munday@warwickschools.co.uk   with any day-to-day queries about attendance.

4

3.6 School Office Staff

School office staff, work alongside the Attendance Administrator and Pastoral Assistant to monitor absence on a day-to-day basis and record reasons for absence on the school system. This includes:

- Responding to emails from parents:
- taking calls from parents;
- checking for messages from parents that are recorded on the dedicated telephone absence line;
- liaising with pastoral leads when valid reasons for absence are unclear;
- transferring calls from parents/carers to pastoral staff where appropriate, in order to provide them with more detailed support on attendance;
- communicating with parents when a student arrives late or is unexpectedly absent from school;
- overseeing registration of students who arrive after the start of the registration period, keeping a record of late arrivals and assisting pastoral staff with appropriate follow-up communication;
- supporting pastoral staff in making calls to check on the wellbeing of students who are absent form school for 5 days or more.

Should there be a question about the whereabouts of any student marked absent (i.e.no telephone message received from the parent giving a reason for the absence), then the Attendance Administrator/Pastoral Assistant or other member of the School Office staff will contact the nominated parent as soon as possible to enquire about the reason for absence and to check that the student's whereabouts is known.

3.7 Form Tutors and Assistant Form Tutors

Form Tutors are responsible for recording attendance on a daily basis, in the morning and afternoon registration sessions, using the correct codes for 'present' or 'absent' according to whether a student is or is not physically present in the room The register is a legal document and accuracy is therefore of great importance. The reasons for any absence including late arrival will be entered by the School Office. Electronic registration means the School Office is immediately informed. If a paper register has been taken it must be submitted immediately to the School Office.

3.8 Parents

Where this policy refers to a parent, it refers to the adult the School 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 are expected to:

- ensure their child attends every day and arrives on time for 8.35 am and remains until the close of School which is usually 4.00 pm. (It is strongly recommended that students arrive at 8.20 am in order to organise themselves for the school day);
- communicate with the School (preferably by using the appropriate forms available on My School Portal or otherwise by ringing Reception) to report their child's

5

absence before 9.10 am on each day of absence and advise the reason for absence and when the student is expected to return;

- provide the School with more than one emergency contact number for their child;
- ensure that, where possible, medical and other appointments for their child are made outside of school hours;
- adhere to any attendance contracts which are agreed with the School;
- seek support, where necessary, for maintaining good attendance, by contacting, in the first instance, the appropriate Head of Key Stage / Head of Year or Mrs Shirley Watson, Senior Attendance Champion s.watson@warwickschools.co.uk.

Parents are encouraged to check regularly their child's attendance data on My School Portal.

3.9 Students

Students are expected to:

- attend morning and afternoon registration and every timetabled session on time;
- inform their teachers by email in advance of the lesson if they are going to be absent from all or part of the lesson for any reason other than illness e.g. LAMDA music or an appointment in or out of school;
- sign out/in as appropriate at the School Office if attending school for only part of any day or if attending a music or Lamda lesson or similar session which means they cannot attend registration;
- arrange to go home during the school day (e.g. because of illness) **only** via the School Nurse, Healthcare practitioner, DHP or HOKS/HOY. No other member of staff can authorise a student to go home during the school day. Students should not contact home themselves to arrange to leave school early.

3.10   Admissions Registrar

3.10.1 The name of a student must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the student will attend the school. For most students, the first day of attendance is the first day of the school year.

3.10.2 The following details are recorded for every student:

- name in full;
- birth sex (unless the person (18+ only) has a gender recognition certificate);
- name and address of every person known to the proprietor to be a parent of the student (and an indication of which parent the student usually lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise;
- where a parent notifies a school that a student will live at another address, in addition or instead, the new address, the full name of the parent with whom the student will normally live in future and the date from which it is expected the student will live there, where it is reasonably practicable for the school to ascertain this information;
- at least one telephone number at which the parent can be contacted in an emergency;
- at least one additional telephone number to contact in an emergency;
- day, month and year of birth;

6

- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;
- an indication of day or boarding attendance;
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

3.10.3 The admissions register is not a public document. The requirement to register a transgender student under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the student for all other purposes as the being of the gender with which the child identifies.

4 Children at Risk of Missing Education

4.1 KCSIE (2024) highlights that children being *absent* from school repeatedly and/or for prolonged periods can be a warning sign for a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation. Monitoring and early intervention is essential to help prevent the risks of an absent child becoming 'Missing from Education' in the future. Appendix 2 summarises the procedures for following up on absent children.

4.2 Parents are asked to inform the school of any changes whenever they occur. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive full-time education. The lawful grounds for removing a student from the Admissions Register and the information to be reported to Warwickshire County Council are set out in detail in both School Attendance (2022) and Children Missing Education (2016).

4.3 School will inform the relevant local authority when students:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the student or because the student has a poor attendance record;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have a medical condition certified by the school medical Administrator or Pastoral Assistant that the student is unlikely to be in a fit state of health to attend school;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period;
- have been permanently excluded.

4.4 WCC is notified when a student's name is added to/ removed from the admission register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. In addition to informing WCC, it is helpful to copy in the local authority where the child is normally resident.

4.5 A school's right under the regulations to delete a student for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days

unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (described in the guidance) as to the student's whereabouts and failed. As an independent school, the right to remove a student will be subject to the terms and conditions of the school/parent contract.

4.6 The duty to delete a student from a register arises as soon as the grounds for deletion are met. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.

4.7 School will also inform the relevant local authority of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

5 **Attendance Register**

5.1 An electronic attendance register is kept for all students.

5.2 The attendance register is taken at 8.40am each school day and again at 2.10pm to show (using appropriate national attendance codes) whether each student is:

- present;
- attending an approved off-site educational activity;
- absent;
- unable to attend due to exceptional circumstances.

5.3 Any amendment to the attendance register will include:

- the original entry;
- the amended entry;
- the reason for the amendment;
- the date and time at which the amendment was made;
- the name and position of the person who made the amendment.
  Appendix 1 shows the DfE attendance codes.

5.4 The attendance register also shows:

- whether the absence is authorised or unauthorised;
- the nature of the activity if a student is attending an approved educational activity;
- the nature of circumstances where a student is unable to attend due to exceptional circumstances.

5.5 An additional back-up copy of the attendance register must be made either electronically or as a printed copy, not less than once a month. These back-ups/additional copies of the admission register and the attendance register must be retained for six years after the date on which the entry was made.

5.6 Students must arrive in school by 8.35am on each school day (although arrival at 8.20am is strongly recommended).

5.7 Students arriving after 9.10am are recorded as 'Absent' for the whole morning session of school, in line with government requirements. Students who register after 2.35pm are recorded as 'Absent' for the afternoon session of school.

5.8 There is no longer a requirement for independent schools to return absence data to the DfE and inspectors can no longer check a school's overall statistics, unless it has kept them for its own purposes.

6 Punctuality and Lateness

6.1 Students are expected to be punctual at morning and afternoon registration.

6.2 Morning registration takes place at 8.40am. Students arriving at school after 8.40am but before the close of registration at 9.10am are recorded as 'Late'.

6.3 The register for the second session of the day will be taken at 2.10pm. Students who register at the office after 2.10pm but before 2.40pm are recorded as 'Late'.

6.4 Students arriving after 9.10am are recorded as 'Absent' for the whole morning session of school, in line with the government requirements set out in 'Working Together to Improve School Attendance' (2024).

6.5 Students who register after 2.40pm are recorded as 'Absent' for the afternoon session of school.

6.6 Patterns of lateness are monitored and the sanctions outlined in the Behaviour Policy may be used to encourage punctuality.

7 Unplanned, unexpected absence

7.1 The Unexpected Absence Form should be used by a parent/carer to inform the school of the reason for absence and planned time of return by 9.10am on each day of an unplanned absence (e.g. for illness or a specified emergency) or as soon as practically possible.

7.2 Absence due to illness, the nature of which must be specified, is marked as authorised unless the school has a genuine concern about the authenticity of the illness.

7.3 If the authenticity of the illness is in doubt, or where absence for illness is prolonged or frequent, the school may ask the student's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be requested unless the school feels this is necessary.

7.4 If the school is not satisfied about the authenticity of the illness or the reason given for a family emergency, the absence will be recorded as unauthorised; parents will be notified of this procedure in advance.

7.5 The Unexpected Absence Form is located in the Parent Information tab within Parent Portal accounts. Parents are requested to telephone school or e-mail parents@warwickschools.co.uk if they are unable to access the Parent Portal.

8 Planned, future absence

8.1 For any type of planned absence such as an appointment, the student should be out of school for the minimum amount of time necessary and authorisation will only be granted on this basis. Appointment time and location details are required when absence is requested. It is the responsibility of parents to ensure that arrangements are in place to

allow the student to attend school before and/or after an appointment, where timing of the appointment permits.

8.2 Students must always sign out at the Reception if they need to leave school during the day, and sign back in when they return. If a student has permission to be absent for any reason, it is their responsibility to excuse themselves and to make up the work.

8.3 The **Future Absence Request Form** on My School Portal is used **only** for:

- **Medical and Dental Appointments**
  These should be made out of school hours where possible.
- **External Co-Curricular Examinations**
  External examinations in music and driving tests etc. Please note that driving lessons are not permitted in school time.

8.4 The **University Visit Absence Request Form** on My School Portal should be used to request permission for students to attend interviews, offer holder days, open days etc. Please upload the invitation that the student has received from the university so that the absence can be automatically authorised. Please note that families should prioritise open days that take place on Saturdays or in the holidays over those that take place in school time and a maximum of three school days across the UCAS cycle are allowed for attendance for Open Days. We will endeavour to find suitable space in school for online university interviews or can alternatively authorise a short period of absence (likely to be a maximum of half a day) for students who may prefer to do online interviews privately at home.

8.5 Absence request forms must be submitted in advance of the day of absence to allow time for the request to be considered. Otherwise, the absence for the appointment will be recorded as unauthorised.

8.6 Parents are requested to telephone school or e-mail parents@warwickschools.co.uk if they are unable to access the Parent Portal.

8.7 **Other Future Absence Requests**

8.7.1 The Government document 'Working together to improve attendance' states:

- *Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request;*
- *If a leave of absence is granted, it is for the headteacher to determine the length of the time the student can be away from school;*
- *As headteachers should only grant leave of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.*

8.7.2 Permission from the Head for types of absence other than medical, dental, external examinations or university visits (see above) must be emailed, well in advance, to the Head's PA: s.norton@kingshighwarwick.co.uk. Only the Head can authorise leave of absence for exceptional circumstances. Such requests should not be made on My School Portal.

8.7.3 Further information about authorisation of absence is given in Section 12.1: Approval for term-time absence.

9. **Following up unexplained absence**

    Where any student expected to attend school does not attend, or stops attending, without reason, the school will:

    - contact the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact the police;
    - identify whether the absence is approved or not;
    - identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session;
    - contact the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare office;
    - if relevant, report the unexplained absence to the student's youth offending team Administrator or Pastoral Assistant;
    - where appropriate, offer support to the student and/or their parents to improve attendance;
    - identify, as quickly as possible, whether the student needs support from wider partners and make the necessary referrals;
    - where support is not appropriate, not successful, or not engaged with, further measures to improve attendance (for example, an attendance contract) will be discussed with the parent.

10. **Reporting to parents**

    10.1.   Parents are regularly informed about attendance statistics on full and grade reports. In addition, parents can log in to the school portal and under the 'My Children' tab, view their child's attendance statistics on a daily basis.

    10.2.   Where attendance is low, parents are contacted and a support plan is put in place where appropriate. 'Early Help' may be used in the support plan.

11. **Lesson attendance**

    11.1.   Teachers are expected to register attendance electronically at the start of each lesson. Students must email in advance if they are going to miss a lesson or part of a lessons for any reason other than illness. The teacher should notify the School Office **immediately**, via the 'Student Alert' system, if a student unexpectedly does not attend the lesson and their whereabouts is unknown.

    11.2.   On receiving an alert, the School Office will check that the student:
    - does not have a music lesson or LAMDA lesson;
    - is not with the school nurse or other pastoral staff;
    - is not away on an official school excursion or undertaking another "visit" for that day e.g .visiting a university;
    - has not gone home due to illness or appointment.

    11.3.   If the student is still unaccounted for, the 'Student Alert' system will operate and designated staff will search for the student in school. The fire alarm may be sounded.

11

11.4. The parents or the 'emergency contact' will be telephoned by the School Nurse, or someone in the school office if the student has not been located. If the parents say that the student should be in school, further checks will be made.

11.5. If the student still remains unaccounted for, then the Deputy Head (Pastoral) should inform the Head and the parents should be kept informed.

11.6. If the parents are contactable, they should be given the option as to whether the police should be contacted. If the parents are not contactable then the school may ring the police if it thinks it is appropriate so to do.

11.7. The Deputy Head (Pastoral) should remain as point of contact between the police and the school. The Head should be kept informed of progress.

12. Authorised and unauthorised absence

12.1. Approval for term-time absence (leave of absence)

12.1.1. The Head will allow students to be absent from the school site for certain educational activities or to attend other schools or settings. The Head will only grant a leave of absence to a student 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 - a licence or Body of Persons Approval (BOPA) is usually required;
- attending an interview;
- study leave period for Year 11 students during the public examination season. Provision will be made for students wishing to attend school during this period;
- a temporary, time-limited, part-time timetable where in very exceptional circumstances it is deemed by the School, in liaison with a parent, to be in a student's best interests e.g. where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package;
- exceptional circumstances: which do not include a student wishing to take part in protest activity during school hours. It is also unlikely a leave of absence will be granted for the purposes of a family holiday, leisure or recreation.
- if the student is currently suspended or excluded from school (and no alternative provision has been made).

12.1.2. Leave of absence, including the length of time authorised, is granted at the Head's discretion. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated. The Head may require evidence to support any request for leave of absence. If a student is over compulsory school age (e.g. Sixth Form), leave can be requested or agreed by the student or a parent they normally live with.

12.1.3. Leave of absence in certain circumstances is recorded in the statistics as 'not a possible attendance' such as when the student is above compulsory school age and not required to attend the School session. This includes Sixth Form

Study Afternoons: students may be granted permission to study at home on chosen afternoons from the Spring Term in Lower Sixth and in Upper Sixth, provided they have no lessons or school commitments the same afternoon. Owing to Friday Afternoon Activities this is usually only possible from Monday to Thursday. A form is signed to accept responsibility for the student's learning and safeguarding during the afternoon. Requests are only approved where the student's school attendance and punctuality show a strong level of commitment to their learning. This privilege may be removed if the student is not meeting school commitments, including meeting high attendance expectations in the Sixth Form.

12.1.4. If a student is attending another school at which the student is also registered (dual registration) this is included in the statistics as 'not a possible attendance'

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

- illness (including mental-health illness) and medical/dental appointments (see sections 8.2 and 8.3 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.

12.2. Absence due to an unavoidable cause

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, this is an authorised absence recorded in the statistics as 'not a possible attendance'.

13. Unauthorised absence

The following are examples of where absence is recorded as unauthorised:

- when appointments and holidays have not been authorised in advance;
- holidays/ exceptional absences in excess of the period of time agreed in advance;
- arrival at school after 9.10 am without a valid reason or authorisation;
- unexplained absences or absence without a valid reason.

14. Attendance at an approved off-site educational activity

14.1. There are certain reasons the School may allow a student to be absent from the school site, which are recorded as 'present' on the student's attendance record because of the education they are still receiving. They include (but are not limited to):

13

- attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school;
- attending provision arranged by the local authority;
- attending work experience.

14.2.   An approved educational activity is where a student is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision.

14.3.   Students can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. For purposes of registration and safeguarding, the school is notified by both the parent and the provider of the activity if a student is absent.

15. Strategies for improving attendance

15.1.   The following procedures may be adopted to promote good attendance:

- Communicating the importance of good attendance and the procedures in this policy to students, parents, staff and governors;
- Visual reminders at school as reminders of benefits of good attendance;
- Introduction of incentive system to encourage excellent attendance which may include:
  - regular ''Class Champ'' in each KS for best class attendance. Choose how to celebrate with their tutor/HOY e.g. wild hair day, non-uniform day, crazy nails day, Just Dance registration, Form Feast, breakfast, Wellbeing mentor activity sessions. (
  - half-termly rewards for individuals with excellent attendance
  - termly HOKS Commendation for excellent attendance
  - Yearly HM Commendation for excellent attendance
  - SLT regular analysis of data and appropriate response initiated to any patterns of concern.

15.2.   Where a medical condition affects a student's attendance, and individual approach is taken to ensure equality in their ability (and the ability of their class) to gain a reward.

16. Supporting students who are absent or returning to school

16.1.   When students are absent due to complex barriers to attendance including mental or physical ill health or SEND, the following procedures may be adopted:
- pastoral staff liaise with families to understand attendance issues;
- liaison with a student's family to help understand and remove any in-school barriers to improving attendance;
- phased attendance plans made with student input which may identify key trusted school staff, enjoyable aspects of school, strategies to address reasons for not attending, safe spaces and small targeted steps;
- Early Help support used when attendance becomes a concern;
- Children's Services and Warwickshire Attendance Service support accessed where there are more serious concerns about attendance and/or where there may be associated safeguarding issues;

14

- home visits or virtual meetings may be organised;
- attendance contracts drawn up in liaison with parents and students to incentivise attendance.

16.2.   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.

16.3.   Absence of more than 5 days
16.3..1.   Where a student has been absent for 5 consecutive days, the Attendance Administrator or Pastoral Assistant or administrative staff liaise with the pastoral leads (DHP, HOKS or HOY) to determine whether a courtesy call is appropriate to offer support, discuss the absence and likely date for the return to school. The procedures outlined in Appendix 2 should be followed.

16.3..2.   If there are significant safeguarding concerns at any time, efforts should be made to have 'eyes on' the student at the earliest opportunity unless they are known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

16.4.   Absence of more than 10 days
16.4..1.   The procedures outlined in Appendix 2 should continue to be followed.

16.4..2.   As a general rule, staff should make every attempt to have 'eyes on' a student **every 10 school days** (not including weekends or holidays) during a period of absence, unless the student is known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

16.4..3.   In Working Together to Improve Attendance (2024) an 'Attendance Return' is required by the Local Authority in cases where there are 10 continuous days of unauthorised absence.

16.5.   Absence of more than 15 days
16.5..1.   In the document Summary of responsibilities where a mental health issue is affecting attendance (publishing.service.gov.uk) it is stated: ''Schools should inform the LA where students are likely to miss more than 15 days, and work with the family to provide educational provision whilst determining with the LA whether alternative provision should be provided under section 19 of the Education Act 1996, as outlined in statutory guidance. ''

16.5..2.   In Working Together to Improve Attendance (2024) a 'Sickness Return' is required by the Local Authority in cases where 15 days of illness are recorded over the academic year (continuous or not). Warwickshire Attendance Service (WAS) can be consulted on 01926 413777 or at was@warwickshire.gov.uk

16.5..3.   The Access to Education Team 01926 736323 ehe@warwickshire.gov.uk can provide further advice and a referral to the Flexible Learning Team may be made if appropriate - Warwickshire Flexible Learning Team (warwickshire-flt.org.uk)

16.5..4.   Provision of education at home may include use of worksheets and textbooks, lesson resources on OneNote, Teams sessions with school staff, videos, online or home tutoring from school staff.

16.6. Meetings and home visits

16.6..1. An in-person meeting will best allow staff to assess the safety and wellbeing of the young person but a virtual meeting may be appropriate in some situations. The decision to meet in-person or virtually should be made in discussion with the Deputy Head Pastoral and, if appropriate, the Head of Learning Support.

16.6..2. **Prior to a home visit:** The purpose of the visit and level of risk should be discussed between DSLs. The Deputy Head Pastoral will take level of risk into account when deciding whether to grant permission for the visit to go ahead. Police support may be considered. No fewer than two staff should attend any initial home visit. Insurance arrangements for use of a car and to cover staff when out of school are in place. When signing out, the home visit staff will inform Reception of their proposed time of return and contact number. The family may be informed of the visit or an unannounced 'spot check' may be organised.

16.6..3. **During the visit:** Staff should only enter the house with consent of a parent. They should carry a phone and ensure they are close to exit points at all times. Staff should check on the welfare of the student. If staff cannot be contacted by Reception after they are expected to be back in school, Reception will alert the Deputy Head Pastoral abd/or the Head who will decide if the Police should be called to assist.

16.6..4. **After the visit:** A record should be made that the visit took place with a note about the welfare of the student.

16.6..5. If the absence continues beyond the initial meeting, a discussion with the DHP will take place regarding future steps which will depend on the nature of the absence:

- if the reason for absence is Social, Emotional and Mental Health (SEMH) in nature, future support will be led by the Head of Learning Support;
- if the reason for absence is not SEMH in nature, the pastoral team will coordinate the support plan which will be regularly reviewed. This will consider, among other things, if a medical note is required or if ongoing visits are necessary given the individual circumstances;
- if it is decided that further home visits are required, it may be decided, in discussion with the DHP, that only one member of staff need attend.

16.7. Students returning to school after a lengthy or unavoidable period of absence

16.7..1. The approach to supporting a student back into school is bespoke and may include measures such as:

- phased return: this may include liaison over the use of a part-time timetable for a limited period;
- visits to the school, if necessary, outside of normal school hours, may be arranged to refamiliarise a student with the school and staff;
- social visits to engage with friends over a break period may precede a return to academic work to ease the transition;
- time out in the Oasis safe space during the school day;
- academic support from Boost tutors may be arranged;
- regular pastoral check -ins with a trusted adult;
- special arrangements for registration and breaks;

16

- regular communication with parents;
- risk assessments.

17. Attendance monitoring

17.1. Monitoring overall attendance

17.1..1. Form tutors and the Attendance Administrator or Pastoral Assistant monitor daily attendance and are encouraged to flag up any concerns weekly to the Heads of Year to allow early intervention.

17.1..2. The Senior Attendance Champion and Heads of Key Stage monitor attendance and absence data half-termly, termly and yearly across the school, within year groups, specific groups and at an individual student level. They identify any particular groups of students or individual students whose absences may be a cause for concern.

17.1..3. Attendance data is reported as part of regular data drops for each year group.

17.1..4. Attendance data is shared with the Senior Leadership Team and with Governors. Benchmarking against national statistics may form part of the shared data.

17.2. Analysing attendance

The School will:

- Analyse attendance and absence data regularly to identify students, groups and/or cohorts that need additional support with their attendance;
- 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.

17.3. 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
- Provide regular attendance reports to Governors, school leaders (including special educational needs co-ordinators, designated safeguarding leads) and to pastoral leads and form tutors, to facilitate discussions with students and families about attendance
- 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

17

18. Reducing persistent and severe absence

18.1.   The Government defines persistent absence to be where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. The School will:

- use attendance data to find patterns and trends of persistent and severe absence;
- consider how the relevance of these thresholds grows over longer time periods;
- consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education (2024);
- 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
  - listen and understand barriers to attendance
  - explain the help that is available
  - explain the potential consequences of persistent and severe absence on attainment and wellbeing and what next steps might be necessary to take
  - 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 steps such as instigating Early Help to support attendance, either internally or, in more serious cases, with external monitoring or by drawing up an Attendance Contract.

19. Monitoring arrangements

This policy will be reviewed at least annually by the Senior Attendance Champion as guidance from the local authority or DfE is updated.

20. Links with other policies

This policy links to the following policies:

Safeguarding and Child Protection Policy

Behaviour Policy

Appendix 1: Registration Codes

The following codes are taken from the DfE's **guidance on school attendance**.

Code	Definition	Scenario
Present (classified for statistical purposes as 'present')		
/	**Present (am)**	Pupil is present at morning registration

\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late (after the register has started to be taken) before registration period has closed (which after 9.10 or 2.40)

Present - attending a place other than the school (classified for statistical purposes as 'present')		
K	Attending education provision arranged by the local authority	Pupil 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	Pupil is on an educational visit/trip organised or approved by the school and supervised by a member of school staff
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school where the Head is satisfied that the person supervising has the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
W	Attending work experience	Pupil is on an approved work experience placement where the Head is satisfied that the person supervising has the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity (that is not a sporting activity or work experience) where the Head is satisfied that the person supervising has the appropriate skills, training,

19

		experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
Absent – leave of absence (classified for statistical purposes as 'authorised absence')		
C1	**Participating in a regulated performance or undertaking regulated employment abroad**	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	**Medical/dental appointment**	Pupil is at a medical or dental appointment
J1	**Interview**	Pupil has an interview with a prospective employer/educational establishment
S	**Study leave**	Pupil has been granted leave of absence to study for a public examination
C2	**Part-time timetable**	Pupil of compulsory school age is not in school due to having a part-time timetable
C	**Exceptional circumstances**	Pupil has been granted a leave of absence due to exceptional circumstances The internal code **$** is used for Year 11 study leave which falls *outside* the public examination period but is recorded by the official C code for government statistical purposes
Absent – leave of absence (classified for statistical purposes as 'not a possible attendance')		
X	**Not required to attend**	Pupil of non-compulsory school age is absent with leave because their timetable does not require them to attend.e.g. in Sixth Form for study leave and study afternoons. A pupil ceases to be of compulsory school age on the last Friday in June of the

		school year in which they reach the age of 16.
D	**Dual registration**	The law allows for a student to be registered at more than one school. Code D is used to indicate that the student was not expected to attend King's High on that day because they were scheduled to attend the other school at which they are registered e.g. hospital school.

Absent – other authorised reasons (classified for statistical purposes as 'authorised absence')		
T	**Parent travelling for occupational purposes**	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	**Religious observance**	Pupil is taking part in a day of religious observance
I	**Illness (not medical or dental appointment)**	Pupil is unable to attend due to illness (either related to physical or mental health)
E	**Suspended or excluded**	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause (recorded for statistical purposes as 'not a possible attendance')		
Q	**Lack of access arrangements**	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	**Transport not available**	Pupil 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**	Pupil is unable to attend because of widespread disruption to travel

		caused by a local, national or international emergency
Y3	**Part of school premises closed**	Pupil 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 pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	**Criminal justice detention**	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	**Public health guidance or law**	Pupil'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 (classified for statistical purposes as 'unauthorised absence')		
G	**Holiday not granted by the school**	Pupil 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

22

U	**Arrived in school after registration closed**	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes (not collected for statistical purposes)		
Z	**Prospective pupil not on admission register**	Pupil 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: Procedures for addressing longer term absence

```
                                    ┌─────────────────────────────┐
                                    │ 5 Day 'Unplanned' Authorised │
                                    │ Absence e.g. illness, anxiety│
                                    │ communicated by parent       │
                                    │ electronically               │
                                    └─────────────────────────────┘
                                                  │
┌──────────────────────┐   No response  ┌─────────────────────────────┐
│ Attempt email contact │◄──────────────│ Attendance Administrator or  │
│ to arrange phone      │                │ Pastoral Assistant/          │
│ call/meeting          │                │ administrative staff liaise  │
└──────────────────────┘                │ with pastoral leads and      │
            │                            │ attempt to make phone        │
    Loss of all contact                 │ contact. Record on MyConcern. │
            │                            └─────────────────────────────┘
            ▼                                          │
┌──────────────────────┐  Student seen   ┌─────────────────────────────┐  ┌──────────────────┐
│      Home Visit       │───────────────►│ Discussion of reasons and    │─►│ Student returns  │
└──────────────────────┘                 │ assess likely date of return.│  └──────────────────┘
            │                             │ Discuss ongoing provision of │
    Still no contact                      │ education, if appropriate.   │
            │                             └─────────────────────────────┘
            ▼                              Continued absence with
┌──────────────────────┐                  safeguarding concerns
│   Emergency Steps     │                            │
│                       │                            ▼
│ as detailed in        │                 ┌─────────────────────────────┐
│ Safeguarding Policy,  │                 │ Initial meeting with         │
│ including contacting:  │                 │ parents/carer and attempts   │
│ - emergency contacts  │                 │ made to have "eyes on" may   │
│ - partner agencies    │                 │ be appropriate at earliest   │
│ - sibling's school    │                 │ opportunity.                 │
│ - child's friends     │                 └─────────────────────────────┘
└──────────────────────┘
```

Day 10

```
    Still no contact
            │
            ▼
┌──────────────────────┐                 ┌─────────────────────────────┐
│ Attendance return     │                 │ By end of day 10, attempts   │
│ to Local Authority    │                 │ made to have "eyes on" any   │
│ (CME/NEET Team)       │                 │ student if not visible in the│
│ and Referral to       │                 │ community e.g. hospital,     │
│ Front Door after 10   │                 │ CAMHS, social worker         │
│ days                  │                 └─────────────────────────────┘
└──────────────────────┘                            │
                                                     ▼
                                         ┌─────────────────────────────┐
                                         │ Meeting with parents /carers │
                                         │ and child in school at home  │
                                         │ or on Teams as appropriate   │
                                         └─────────────────────────────┘
                                                     │
                                                     ▼
                                         ┌─────────────────────────────┐
                                         │ Discussion of absence and    │
                                         │ support required for return  │
                                         │ to school or continued       │
                                         │ absence e.g. medical notes,  │
                                         │ academic arrangements        │
                                         └─────────────────────────────┘
                                                     │
                                   ┌─────────────┬───┴───┬─────────────┐
                             Yes   │         ┌───────┐   │  No
                                   ▼         │ SEMH  │   ▼
                   ┌──────────────────────┐  └───────┘  ┌──────────────────────┐
                   │ Head of Learning      │            │ HOKS/HOY coordinates │
                   │ Support coordinates   │            │ response             │
                   │ response              │            └──────────────────────┘
                   └──────────────────────┘
```

┌──┐
│ • Update on medical issues, arrangements for ongoing academic and   │
│   pastoral support   │
│ • 'Eyes on' attempted every 10 days for safeguarding   │
│ • Sickness Return to local authority after 15 days of continuous or   │
│   non-continuous absence in an academic year. Warwickshire Attendance   │
│   Service may be contacted for advice after 15 consecutive days of   │
│   absence.   │
└──┘