

Marjory Kinnon School

Pupil Attendance Policy

November 2023



Marjory Kinnon School - Pupil Attendance Policy

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Approved by the Teaching & Learning Committee:

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1. Principles

Good attendance is vital for academic and social progress at school and the school's Attendance Policy, in line with the Department for Education regulations, endorses this vital requirement. The school aims to continually monitor and improve attendance.

Schools are legally required to report on pupil attendance giving information on sessions attended (morning & afternoon) to the Governing Body and the Local Authority.

All absences by pupils from school have to be accounted for by parent/carers.

2. Implementation

Marjory Kinnon School will:

- Ensure students are registered accurately and efficiently.
- Set attendance targets for students, tutor groups and key stages.
- Maintain and report school attendance and unauthorised absence statistics.
- Monitor and encourage students to attend school regularly and punctually.
- Reward good attendance accordingly.
- Monitor pupils whose attendance drops below 90% and Parent/Carers will be contacted where reasons for absences are unknown, unauthorised or not acceptable.
- Place individual pupils causing concern on a monthly monitoring list.
- Send letters to Parents/Carers regarding non-attendance. If the absences continue to cause concern the school will refer a pupil to the Educational Welfare Officer (EWO).

3. Procedures

Contact between parents and school is encouraged in order to account for absences. This may take the form of verbal messages through the guides, through letters, emails or telephone calls. Office staff will call or text parents to establish why a pupil is absent. Office staff will notify the class teacher who can then complete their register electronically.

- Registers of attendance are taken at the start of the day and during the school day.
- Late registration is recorded and monitored.
- Absences are monitored by the School Administrator, the Senior Leadership Team and if necessary by the EWO.

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Morning registers close at 9.25 am except on days of particularly inclement weather, when the Headteacher or Head of School will declare that the school should close registers at 10am. Afternoon registers close 5 minutes after the start of the afternoon session.

Class teachers should carry out ongoing monitoring of both attendance and punctuality. First day absence calls or emails are initially made by Office staff as soon as the registers have been completed. The register is amended to show the reason for the absence.

A message will be left on the home phone/mobile phone if we are unable to speak to parents about their child's absence. If no contact is made with the parents by the second day a "Safe and Well" visit will be made by the Family Support & Community Outreach Worker. If no one is at home every attempt will be made to find further information i.e. from neighbours and Emergency Contacts.

After 3 days of non-contact, the school is required to make a 3-day non-contact referral to Education Welfare Service who will visit the home and take appropriate next steps.

If no progress is made the school will contact the missing children team and report the child as missing.

If a child returns to school where no contact has been able to have been made during the absence, the parents will receive a letter from the Headteacher reiterating the school procedures for pupil absence.

A weekly report is produced by the Office to be taken to the Family Support & Community Outreach Worker Meeting with the Designated Safeguarding Lead (DSL). All unauthorised absences are discussed and appropriate action is agreed at this meeting. In cases of frequent or long-term absences a decision will be made at the Family Support & Community Outreach Worker Meeting on appropriate next steps.

Attendance concerns will be followed up by the Assistant Headteacher Pastoral & Behaviour, in collaboration with the Family Support & Community Outreach Worker.

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If a parent contacts the school to say a child is ill and will be off for a week the school will do a “Safe and Well” check after the third day.

Where children are admitted to hospital the DSL will contact the Children’s Hospital on a regular basis. Our Family Support & Community Outreach Worker will also contact the family and will provide liaison to enable the pupil to return to school as soon as they are well enough to do so.

Pupils who arrive late at school because of difficulties with organised transport (taxi or minibus) will be marked as present. Where patterns of consistent late running by contractors occur, Hounslow Transport will be contacted to discuss improvements to be made and/or reasons for lateness.

Pupils who arrive late in school will be required to report to the school Office where their late mark will be recorded. They will be collected by a member of staff and escorted to class.

When classes go off site during school time, details must be recorded by the school Office.

4. Authorised & Unauthorised Absences

It is for the school, not the parent, to decide whether or not to authorise any absences. The school will not authorise certain absences. These are known as ‘unauthorised’ absences.

Unauthorised absences are designated in the following circumstances:

- Where no parental explanation is given.
- For extended visits overseas where no approval has been given.
- For holidays in term time (unless there are exceptional circumstances).
- For shopping trips.
- For leisure days out.
- Where it is believed a parent is condoning an unnecessary absence.
- In other cases where it is deemed there is no reasonable explanation.

5. Leave of Absence

A leave of absence is a request for absence from school within school term time. This can be for holidays, family reasons, religious observance. Requests for leave of absence must be made in writing to the Headteacher.

In the case of absence for family holidays, these will only be authorised in exceptional circumstances.

Absence for the observance of a religious festival will be authorised for a maximum of two days per school year.

Approval for extended holidays abroad, in the family's home country, will only be considered on receipt of a written request and only then in exceptional circumstances. The Governing Body has delegated this responsibility to the Headteacher. If consent is given it will be for a maximum period of 6 weeks with an agreed return date.

If the pupil fails to attend after this period this absence will be recorded as unauthorised and will be referred to Family Support & Community Outreach Worker. Term time leave taken without the Headteacher's permission will be marked as unauthorised absence and a term-time leave referral will be made to the Education Welfare Service who may issue a penalty notice

6. Change of Address & Other Contact Details

Parents must inform the school immediately if they, or the named emergency contacts have a change of address, phone number or email address. In case of emergency we must be able to contact the parents, carers or a third named person. Parents must provide this information when they first register their child, and keep information including telephone numbers up to date.

7. Responsibilities of Parents/Carers

Parents/Carers:

- Take primary responsibility for ensuring those children of compulsory school age receive a suitable education, either by compulsory attendance at school or otherwise (sections 7 and 444 of Education Act 1996).
- Have a right to know when their child's attendance and/or punctuality is a concern.
- Have a responsibility to ensure high attendance and punctuality from their children.
- Should ensure that their child attends school to ensure learning is not disrupted and should therefore not organise holidays during term time.
- Will receive a record of their child's attendance record in the school report presented at the Annual Review.
- Should ensure the child arrives at school for registration at 8:55am.
- Ensure that pupils travelling on public transport should be aware that routes may be affected by traffic congestion and therefore need to leave home in time to be in registration at 8:55am.

Should a pupil be absent from school for any period of time, Parent/Carers should:

- Notify the school that the pupil is not coming in to school, by informing the escort if they travel on transport provided by the Local Authority and telephone the school.
- If the pupil is an independent traveller contact the school direct.
- Send in a letter or email explaining the absence when the pupil returns.
- Inform the Class Teacher or school of medical appointments and send in copies of the appointment records.

The school will support Parents/Carers to maintain high levels of attendance by:

- Listening to Parents/Carers concerns about their child's time in/to school and taking action wherever possible to respond to any concerns.
- Describing to Parents/Carers by letter or telephone apparent trends/patterns in absences.
- Informing Parents/Carers of continued absences by letter.
- Offering opportunities to discuss possible related causes.
- Referring persistent, unexplained absences to the Educational Welfare Service.

8. Support & Incentives

Attendance Incentives – EYS, KS1, KS2	
1	<p>Weekly Class Attendance Winners</p> <ul style="list-style-type: none">▪ At the end of every week a class is selected from EYS/KS1 and KS2 to be the Class Attendance Winner.▪ A class can be selected as the Class Attendance Winners for the week where there is an improvement in whole class attendance.▪ Class Attendance Winners are announced during Friday assemblies where Attendance certificates and stickers are given out.▪ Class attendance winners have their class photograph displayed for a week on the attendance display board in each department.▪ Class attendance winners earn an extra 5-10 minutes of playtime the following week as a further reward.

Starting in Summer 2	
2	<p>Individual Attendance Winners</p> <ul style="list-style-type: none">▪ All pupils attending school for a whole week receive a '100% attendance for the week' card which is placed in their department's attendance box.▪ At the end of every term a '100% attendance for the week' card is randomly picked/drawn from the department attendance box.▪ The lucky individual attendance winner receives a prize e.g. a scooter.

Attendance Incentives - KS3 & KS4	
	<ul style="list-style-type: none">▪ All classes have a self-registration attendance display. This consists of a photo of the school and a photo of 'home' with the children's avatar image underneath). The children place their avatar on the display recording their attendance.
	<ul style="list-style-type: none">▪ Corridor display (one in each key stage) (will be completed by the w/e 13th May) features a weekly attendance chart recording class attendance and overall class winner of the week awarded the 'attendance trophy' to display in their classroom.
	<ul style="list-style-type: none">▪ Weekly raffle held on Friday where students with a 100% attendance for that week are entered for a prize.
	<ul style="list-style-type: none">▪ KS3 – a class is trialling being 'king/queen' of the day if they have a 100% attendance for that week.

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| <ul style="list-style-type: none">▪ Winners of weekly 100% attendance awarded a certificate and sticker (to be in place Summer 2). |
| <ul style="list-style-type: none">▪ All weekly winner's names placed in a box where ONE overall winner is selected at the end of the term and awarded a prize (TBA). |
| <ul style="list-style-type: none">▪ Breakfast of Champions – once a term, selected students are invited to attend breakfast in the Food Technology Room that is cooked for them to order, a selection of options available; one student per class to be chosen by the class teacher either based on 100% attendance or 'most improved' attendance. |

9. Policy Review

This Policy will be reviewed annually (or sooner if legislation changes) to assess its implementation and effectiveness.