

Cross Keys Learning – Attendance Policy

Date written:	Jan. 2023
Date of last update:	Sept. 2023
Date agreed and ratified by SLT:	Sept. 2023
Date agreed and ratified by board of governors	July 2024
Date of next full review	Sept. 2025

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key contacts

	Name	Contact information
Director & Deputy Designated Safeguarding Lead	Sharon Mount	Sharon.Mount@kms.kent.sch.uk
Assistant Headteacher & SENDCo	Jon Hess	Jon.Hess@kms.kent.sch.uk
Headteacher & Designated Safeguarding Lead	Mark Beaman	Mark.Beaman@kms.kent.sch.uk
Inclusion Manager & Deputy Designated Safeguarding Lead	Marc Henry	Marc.Henry@kms.kent.sch.uk
Inclusion Manager & Deputy Designated Safeguarding Lead	Jay Britton	Jay.Britton@kms.kent.sch.uk
Director & Deputy Designated Safeguarding Lead	Steve Fuller	Steve.Fuller@kms.kent.sch.uk

Executive Summary: Cross Keys Learning is committed to continuously raising the achievement of all our students. If our students are to be successful and benefit from the opportunities presented to them, regular attendance is essential; good attendance is fundamental to a successful and fulfilling school experience.

We actively promote 100% attendance for all our students, and we use a variety of weekly, termly, and annual awards to promote good attendance and punctuality. Celebrating success is one of our basic principles.

The Headteacher, Inclusion Manager and Staff in partnership with parents, have a duty to promote full attendance at Cross Keys Learning

Contents:

1. Scope.....	2
2. Parental responsibility.....	2
3. The Role of the School Staff	2-3
4. Timeline of the Staged Approach for Managing Poor Attendance	3
5. Children Absent from Education	3
6. Lateness	3-4
7. Authorising Absence	4
8. Special considerations.....	4
9. Appendices.....	6-20

1. Scope

This policy/procedure applies to all Cross Keys Learning students.

2. Parental Responsibility

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of children, and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in

their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts students at risk by encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding requirement so that all parties know that the child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning. In instances where the parent/carer does not contact the school the school will attempt to contact the parent/carer using the number(s) provided to ascertain the reason for the absence. (This would usually be done within the first thirty minutes of the absence and parents are expected to respond to this call).

Students are expected to arrive at school by 09:00.

3. The role of the School Staff

At Cross Keys Learning there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Inclusion Manager has overall responsibility for monitoring attendance issues and reporting any causes for concerns during Inclusion Manager meetings which are held twice termly.

The School Administrator completes a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education Student Registration, England, Regulations 2006). During each session teachers use a 'daily online register' to mark students present.

It is the responsibility of the School Administrator to ensure:

- Attendance and lateness records are up to date.
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone.
- The appropriate attendance code is entered into the register (see National Attendance Codes).

It is the responsibility of the Inclusion Manager to:

- monitor the attendance registers.
- analyse and report attendance data
- complete termly attendance (three times per year)
- contact parents/carers to establish the reason for the absence, In the instance of no response from a parent/carer.
- monitor provision for students on reduced timetables and those accessing lessons online.
- monitor attendance for part time students and outreach

It is the responsibility of the Inclusion Manager to;

- monitor overall attendance process and implement actions
- liaise with families following appropriate timelines
- undertake home visits for those students that are not attending school
- signpost to external agencies where necessary

- take responsibility for all safeguarding processes for persistent absentees.

It is the responsibility of the Director/proprietor to:

- review and update policies related to attendance.
- quality assure the effectiveness of the CKL Attendance policy.

4. Timeline of the Staged Approach for Managing Poor Attendance

Each term the school will respond to any issues with attendance as follows:

- 95 - 100% attendance – No further action
- 90 - 94% attendance - school intervention letter to parents/carers informing them that the attendance has dropped below national averages.
- Between 75% - 89% attendance CKL would formally invite via letter parent/carer into school for a meeting to discuss attendance and expectations. If concerns are not addressed and attendance has not improved this will then be monitored weekly.
- Below 75% - Weekly monitoring of attendance which will include home visits and an unannounced welfare check. CKL would also signpost to KCC Attendance Officers and Early Help if necessary. CKL will also share information with the Police School Liaison Officer.
- The KCC area Inclusion and Attendance Officer will attend Inclusion Manager meetings once a term to discuss concerns and exceptions.

5. Children absent from Education.

No child should be removed from the school roll without consultation between the Headteacher and the LA SEND Service, if the student has an EHCP.

6. Lateness

At Cross Keys Learning the register is taken 09:00-09:15 and 13:00-13:10 Students arriving between 09:00-09:15 must report to the School Administrator who will record the reason for their lateness. The student will be marked as late before registration has closed (Code 'L').

The register will close at 09:45 and 13:30. Students arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as a late. It is the responsibility of the member of staff letting the student into the school to inform the school administrator of the student's lateness.

Frequent lateness after the register has closed (U) will be discussed with parents and a process for managing lateness would be agreed by Inclusion Manager and parent/carer.

Process for Lateness

- 5 incidents of late arrival after the registers have closed during any one term will lead to a telephone call being made to the parent/carer of the student.
- 10 incidents of late arrival after the registers have closed during any one term will lead to parents/carers being invited into the school for a meeting to discuss the reasons for lateness and discuss an action plan to minimise this.
- If the student continues to be late following the agreed actions, then the school will signpost to other services where necessary.

7. Authorising Absence

Only the Headteacher can authorise absence using a consistent approach. The Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (for example leave for holidays) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness (e.g. poorly/unwell)
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons (the school will request copies of medical appointments regardless of whether they are full or half days).
- Child's/family birthday
- Shopping trip
- Family Holidays (with some rare exceptions)

Persistent unauthorised absence (10% or more of the school year) may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **need to** be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include: -

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

8. Special Considerations

Students should make sure that they are available during school hours even when working from home/online learning during the hours of 09:00-15. This is for contact, welfare visits and any other communication that is deemed relevant by Cross Keys Learning.

Appendix 1 School Referral Pathway

