

## Cross Keys Learning – Attendance Policy

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

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**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

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### 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**

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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 Family Liaison officer' (FLO) 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 12:45-13:00 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 09:15 and 13:15. 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**

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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 09:00-14:30. This is for contact, welfare visits and any other communication that is deemed relevant by Cross Keys Learning.

**Appendix 1 Late letter (Code L)**

**Appendix 2 Late letter (Code U)**

**Appendix 3 Absence Letter**

**Appendix 4 School Attendance Meeting Letter**

**Appendix 5a Response to Absence Request (Not Authorising)**

**Appendix 5b Response to Absence Request submitted retrospectively (Not Authorising)**

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**Appendix 7a Traveller Attendance letter**

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**Appendix 8 School Referral Pathway**

**Appendix 1**

**Late letter (Code L)**

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that «forename» has been arriving late at school. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates\_of\_lates\_before»

Total lates before registration closed: «total\_lates\_before» half day sessions.

At our school the register is taken at ?? am and at ?? pm.

A student's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely,

Inclusion Manager

## Appendix 2

## Late letter (Code U)

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates\_of\_lates\_after»

Total lates after registration closed: «total\_lates\_after» half day sessions.

At our school the register is taken at ?? am and is closed at ?? am for the morning session and taken again at ?? pm and closed at ?? pm for the afternoon session. Students arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

If «forename» continues to arrive late after the register has closed, we will contact you to arrange a meeting at the school.

Yours sincerely,

Inclusion Manager



### Appendix 3

### Absence Letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A student's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away, but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance. If we can help in any way, perhaps via our Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely,

Inclusion Manager

## Appendix 4 School Attendance Meeting Letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re: «forename» «surname»**

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «forename»'s attendance at school is currently «percentage\_attendance»% which means «he\_she» has missed «total\_authorized\_absences» half day sessions for authorised absence and «total\_unauthorised\_absences» half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «forename»'s attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for ?? at?? It is important that you and «forename» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

??

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely,

Inclusion Manager

## Appendix 5a

## Response to Absence Request (Not Authorising)

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### Request for absence during Term-Time

**For the attention of the parents of «forename» «surname»**

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Student Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits.
- my decision is final.
- leave cannot be authorised retrospectively.

I have considered your request, but I am writing to confirm that on this occasion the leave will not be authorised.

Yours sincerely,

Headteacher

**Appendix 5b  
Authorising)**

**Response to Absence Request submitted retrospectively (Not**

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Request for leave during Term-Time**

**For the attention of the parents of «forename» «surname»**

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Student Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits.
- my decision is final.
- leave cannot be authorised retrospectively.

As stated above, I am unable to authorise leave retrospectively.

Yours sincerely,

Headteacher

**Appendix 5c**

**Response to Absence Request (Authorising)**

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Request for absence during term time**

**For the attention of the parents of «forename» «surname»**

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Student Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits.
- my decision is final.
- leave cannot be authorised retrospectively.

I have considered your request and am writing to confirm that on this occasion the leave will be authorised.

Yours sincerely,

Headteacher

**Appendix 6**

**School letter where it is thought a holiday was taken.**

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Student Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will not be authorised as the regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence.

Yours sincerely,

Headteacher

## Appendix 7a

## Traveller Attendance letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### Traveller Absence

«forename» «surname»

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total\_authorized\_absences» authorised half day sessions and «total\_unauthorised\_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage\_attendance»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely,

Headteacher

**Appendix 7b Traveller Absence due to travelling.**

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Traveller Absence**

**«forename» «surname»**

Thank you for contacting me to say that «forename» will be absent from school from **??Date** as you will be travelling due to your work.

The law allows me to authorise «forename»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «forename» to the Local Authority as a Child Missing Education.

After 20 days absence, there may be grounds to take «forename»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely,

Headteacher



Appendix 8

