

# Kesgrave High School



## Attendance Policy

To be reviewed biennially.

### Policy Approval

Where	Chair	When
LGB	Sue White	17 May 2022 (chair's action)

<b>Chair of Governors</b>	Sue White
<b>Headteacher</b>	Julia Upton

### Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	L Warfield/J Upton	10.3.22	17.3.22	New, more detailed policy. Recent EEF and DfE guidance shared with all governor at March LGB to inform discussion at May EE meeting.

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## 1. Aim

Kesgrave High School is committed to providing an educational experience which promotes achievement and enjoyment within a safe and enabling environment. In order that we are able to achieve this, it is recognised that students should attend. This is based on the belief that only by attending school regularly and punctually will students be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

The aim of Kesgrave High School's Attendance Policy is to;

- Provide an environment that encourages all our students to attend school regularly and punctually. This is vital if we are to ensure that they succeed in school and in their future lives.
- Provide clearly defined definitions of authorised and unauthorised absences that are easily understood by students, staff, governors and parents/carers.
- Aid and support all staff in the management of attendance.
- Ensure that our very high standards of attendance and punctuality are maintained.

The whole school community has a responsibility for promoting excellent attendance and punctuality: parents/carers, students, all school staff and governors.

The school's timetable structure ensures all pupils in all year groups are grouped together for their learning in a single part of the school. Additionally, the 3-period day gives very few opportunities for pupil non-attendance not to be picked up.

The Home/School Agreement is shared with parents/carers and students when they join the school. This document references the importance of good attendance and punctuality.

## 2. Parent/Carer Responsibilities

The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act states: -

"If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his/her parent is guilty of an offence".

If a student is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent/carer to notify the school of the student's absence by telephone on the first day of absence. School may request proof of medical appointments or sickness absence. Wherever possible, parents/carers should avoid making medical or dental appointments for their children during school hours.

**Parents/carers do not have the right to take children out of school whether for a holiday or any other purpose during term-time.**

If, however, parents/carers apply to the school in advance, the school may, in exceptional circumstances and at the Headteacher's discretion, grant no more than 10 days absence in total in any academic year.

**See Appendix 1, Guide for Parents/Carers**, which sets out the criteria which the Headteacher is likely to consider in determining whether to grant an application for term-time absence. It is recommended that parents/carers read this Guide before applying for leave of absence.

### 3. Students' Responsibilities

All students should be aware of the importance of regular school attendance. If they are having difficulties which might prevent them from attending school regularly, they should speak to their Form Tutor, Head of Year or Student Support Officer.

- Students should attend all lessons on time, ready to learn.
- Students are responsible for following school procedures if they arrive late.
- Students are responsible for checking exam dates and coursework deadlines and for catching up any work missed.

See **Appendix 2, a Guide for Students.**

### 4. School's Responsibilities

All staff at Kesgrave High School place a high value on students' regular attendance and good punctuality, both in arriving at school and in attending lessons. The school will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

School staff are responsible for ensuring that students have good attendance and punctuality by:

- Ensuring that attendance registers are kept accurately, and that any persistent lateness is noted and reported to the Attendance and Pastoral Team. This includes electronic attendance taken in every lesson across the school day.
- Differentiating appropriately between authorised and unauthorised absence. A letter or message from a parent/carer does not in itself authorise an absence. Only the School can decide whether the parent/carer's explanation justifies authorising the absence. Proof of medical or sickness absence may be required.
- Responding to absenteeism and lateness firmly, consistently and with care.
- Contacting the parent/carer when they are concerned about a student's absences or lateness and recording the contact.
- Consulting with the Education Welfare Service if a student's attendance continues to give cause for concern.
- Promoting regular school attendance (for example, by contacting the parent/carer on the first day of absence if the parent/carer has not contacted the school)
- Acknowledging and celebrating good or improved attendance of individual students, classes, or tutor groups.
- Monitoring student attendance in lessons and following up any absences to deal with truancy, which might occur after morning or afternoon registration.
- Working to promote regular and improved attendance; ensuring that patterns are identified at an early stage and support is put in place to deal with any difficulties.
- Working in tandem with the governing body to ensure the functions and conduct of the school is exercised with a regard to safeguarding and promoting the welfare of students at the school, this includes attendance.

# Appendix 1: A GUIDE FOR PARENTS/CARERS

## 1 When does my child need to be in School?

Your child should be at school in good time for registration and from 8.55am. The morning register will be called promptly at 9.00am and the afternoon register promptly at the start of lesson 3 (1.45pm on a normal day, 1.55pm on a PSHEE day)

## 2 What happens if my child is late?

**There is one registration period** from 9.00am to 9.30am in the morning. The afternoon session register is taken at the start of lesson 3.

There may be exceptional circumstances where the registration period is extended e.g. bad weather or public transport issues.

Your child will be marked **LATE (code L)** if they arrive after the Form Tutor has finished calling the register.

Your child will be marked **ABSENT (code U)** if they arrive after 9.30am in the morning or 2.00pm in the afternoon.

Students who arrive after the end of the morning registration period **MUST** report to the Main Reception to be signed in. A 45-minute detention will then be issued where no valid reason is given; on the same day unless agreed otherwise.

## 3 What should I do if my child is absent from School?

We expect a parent/carer to contact the school on the first day of absence.

**By phone** - use of our Attendance Lines: 01473 624 855 Main School Year 7 -11 (Mrs H Owen)

01473 618993 Sixth Form Year 12 - 13 (Mrs C Smith)

NB – Calls to Sixth Form will divert through to the Main Reception if our Attendance leads are unavailable.

**By email**

[attendance@kesgrave.suffolk.sch.uk](mailto:attendance@kesgrave.suffolk.sch.uk)

Main School

[sixthformoffice@kesgrave.suffolk.sch.uk](mailto:sixthformoffice@kesgrave.suffolk.sch.uk)

Sixth Form

**Please provide the following information:**

Name of child:

Form:

Reason for absence (brief):

Name of parent/carer:

Date:

All absences should be reported to the school via any of the above means by 9.00am, preferably earlier.

## 4 What reasons for absence will the school accept?

- Illness: School may request proof of medical/sickness absence.
- Emergency dental/medical appointment  
Please try to make routine appointments after school or during the school holidays.
- Family holiday, in exceptional circumstances and only when prior approval has been given – see section 6 below.
- Exceptional and/or special circumstances– see section 7 below.

- Extended family visits abroad when prior approval has been given – see section 6 and 7 below.

Except in the case of illness, you **MUST** ask for permission for your child to miss school well in advance, giving full details (see sections 6 and 7 below). Otherwise, your request may be refused. In cases of recurring absences through illness you may be asked to produce a medical certificate.

See section 8 for a list of unacceptable reasons for absence.

## **5 Will the School contact me if my child is absent?**

The school operates a first day calling response to absences. We will contact you via text message if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as his or her regular school attendance. Truancy Call is actioned after 10.00am.

If we do not hear back from you, we will call you and leave a voicemail for you to call the school confirming your child is safe and requesting an explanation for their absence. If the school still has not heard back, a ParentMail will be sent informing you that the absence is unauthorised unless the school hear from you with a valid explanation. If you fail to reply or if the explanation you give is unsatisfactory, we will not authorise the absence and this will be shown on your child's school record.

If we are concerned about aspects of your child's attendance or punctuality, we will contact you by phone and/or letter to discuss the best way forward.

## **6 Can we take family holidays during term-time?**

6.1 The School strongly discourages parents/carers from taking their children out of school, especially during Years 10, 11, 12 and 13. Externally assessed work is undertaken throughout these years.

If, in exceptional circumstances, you need to request permission for your child to be absent during term-time, you should complete a Leave of Absence application form (see Appendix 4) at least 4 weeks in advance and before the holiday is booked. The form must be accompanied by a letter clearly stating the reason why this absence can only be taken in school term-time.

6.2 The Headteacher has the right to refuse permission and will not consider an application unless all the following conditions are met:

The holiday is a single annual family holiday which can only be taken in school term-time

**AND**

the number of school days missed will not exceed 10 or result in more than 10 days absence in total being taken during the school year

**AND**

the attendance of the student has exceeded 95% in the previous 12 months

**AND**

the student will not miss major assessments, be absent during the important final preparation time for exams or miss the preparation or submission of coursework.

6.3 If a student misses schoolwork as a result of a holiday taken during term-time, responsibility for catching up on the missed work lies with the student and the parent/carer, and NOT with teachers.

6.4 It is the student's responsibility to check dates for preparation and submission of coursework with each subject teacher. No responsibility can be taken by the school for any failure of the student in respect of that coursework because of the holiday.

6.5 It is the student's responsibility to ascertain and check examination dates, particularly if the holiday is requested before the exam timetable has been finalised.

## **7 Fixed Penalty Notices**

The school issues Fixed Penalty Notices where reasons for absence have not been authorised and have reached an unacceptable level of tolerance.

## **8 What special and/or exceptional circumstances may warrant permission being given for absence?**

8.1 Absence **may** be authorised at the discretion of the Headteacher in exceptional and/or special circumstances. The following are examples of what may be considered as falling under this heading:

- Incidences where the employer dictates the annual leave allowed - a letter of proof is required.
- Parent/carers in the armed forces returning from overseas placement.
- Public Services such as Police, Fire and Health whose holiday is rostered, and changes are unable to be made.
- Cultural issues for families returning to their homeland.
- Day of religious observance.
- Participation in an approved public performance for which a licence application has been made and the application approved by the local authority.
- Participation in regional or national competitions in recognised sporting or other activities.
- Participation in a recognised youth group event of limited duration eg. Scouts, Air Cadets.
- Wedding of immediate family member.
- Issue of self-employment has come to the fore in recent years; this will be assessed on an individual basis.

Considerations that are not deemed 'exceptional':

- Cost of holiday is less in term time.
- Prolonged holiday.
- Absent parent/grandparent taking the child on holiday in term time.
- Absences during public examinations.

Parents/carers should complete a Leave of Absence form (Appendix 4) at least 4 weeks in advance, to enable the application to be considered and a decision taken before the proposed absence. Applications received after this time are unlikely to be authorised. Whilst the decision is at the discretion of the Headteacher, in deciding whether to authorise a request the Headteacher is likely to consider at least the following matters:

- The number of school days to be missed, together with the number of school days missed during the previous 12 months and the reasons for those absences. Absence(s) following an application for leave of absence should not exceed 10 days in total.
- Whether the student will miss any public examinations e.g. GCSEs, or be absent during the important final preparation time for the examination, or whether any preparation or submission of coursework will be affected. Please see the student's responsibility in respect of this as set out in section 6.3 to 6.5 above.

8.2 Permission may also be given, at the Headteacher's discretion, for the following absences. Parents/carers should complete a Leave of Absence form (Appendix 4) as far in advance as possible.

- Family bereavement and/or funeral
- To enable attendance at an interview for a job, college, university etc

## **9 What absences are unlikely to be authorised?**

- If no permission has been sought in advance
- For annual holidays which could be taken in school holiday time
- For looking after siblings
- For shopping trips
- For day trips (including birthday celebrations)
- For visiting relatives
- For unexceptional special occasions eg. the student's birthday, or that of a friend, or ordinary birthdays of relatives
- For family holidays longer than the duration originally authorised, including where flights are delayed
- Where permission is sought for students to accompany parents/carers to enable parents/carers to work
- Because flights to the proposed destination necessitate more than one day to be taken in addition to a school holiday. Please book early, change the tour operator, or choose a different destination!
- If the student has not achieved at least 95% attendance during the preceding 12 months
- Because of financial considerations.

## **10 What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that they leave home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education.

## **11 My child is trying to avoid coming to school. What should I do?**

Contact your child's Form Tutor, Head of Year or Student Support Officer immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – e.g. difficulties with schoolwork, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. We may involve other agencies to help and support you and your child.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

Suffolk Family Focus – Education Attendance Service  
 Children and Young People's Services  
 Suffolk County Council  
 Endeavour House  
 Ipswich  
 IP1 2BX  
 Tel: 01473 265148

## Appendix 2: A GUIDE FOR STUDENTS

### ATTENDING REGULARLY AND ON TIME

Regular attendance will help you make the most of the opportunities here at Kesgrave High School. It will help you to:

- keep up with your schoolwork and get the best results you can.
- get a job. Employers like people who are reliable.

Remember your attendance at school is shown on your school report.

You should be in school in good time for registration; be in your form room at 8.55am. The morning register will be called promptly at 9.00am and the afternoon at 1.45pm (or 1.55pm on a PSHEE day). Registration periods end at 9.30am in the morning and 5 minutes into Period 3.

### ABSENCES

1. Acceptable reasons for absences include:

- Illness
- Emergency dental/medical appointments (but please try to make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement
- Attending an interview for a job, school, college, university etc.

2. Looking after siblings, birthdays, general trips such as shopping and helping at home are NOT reasons to be absent from school. You can read the Guide for Parents/Carers to see exactly how the school operates its Attendance policy.

3. Your parent/carer must explain ALL absences from school and lateness by contacting the school in a timely manner. If you do not bring a note, or the explanation in the note is unsatisfactory, the absence will count as unauthorised and will be shown on your end of year report. Parent/carers may also be contacted.

### LATE TO SCHOOL

1. You will be marked **late** if you arrive after your Form Tutor has called the register.

2. If you are **LATE to school**, you will be issued a same day after school detention –

- On occasion 1 this will be 15 minutes
- On occasion 2 this will also be 15 minutes
- On occasion 3 this will increase to 45 minutes

Detentions for poor punctuality are re-set every half term.

### LATE TO LESSON

1. You will be marked **LATE** if you arrive after your Class Teacher has called the register.

2. The school operates a 'pay back the number of minutes late' approach for lateness to lesson. For example, if you are

4 minutes late to the lesson and with no valid reason, you will be expected to remain behind at the end of that very lesson on the same day to pay back those 4 minutes.

## TRUANCY

1. You will be marked **O** (unauthorised absence) if you do not attend the lesson.
2. The school operates a 'pay back the lesson' approach to truancy. For example, if you are truant from a lesson, you will be expected to recover that lost learning and pay back those 90 minutes. Truancy for 2 lessons = 180 minutes paid back, Truancy for 3 lessons = 270 minutes paid back. This time will be recouped via break, lunchtime and after school as we see appropriate.

## IF YOU MISS REGISTRATION

1. You will be marked **late** if you arrive after your Form Tutor has called the register.
2. If you arrive after the end of the registration period you **MUST** be signed in at the school Office.
3. You will be marked **absent** if you arrive after 9.30am in the morning or 2.00pm in the afternoon and you **MUST** be signed in at Main Reception.
4. If you have a music lesson during morning or afternoon registration, you must notify your teacher or the Main Office of your absence preferably the day before your lesson.
5. If you attend a music lesson or school club and it doesn't finish in time for registration, the music teacher can give you a late pass. This should be presented to the teacher immediately so that you are not marked late in the register.

## EXAMS AND COURSEWORK

1. If you miss schoolwork because of a holiday taken during term-time, responsibility for catching up on the missed work lies with you and your parent/carer, NOT with teachers.
2. It is up to you to check dates for preparation and submission of coursework with each subject teacher. No responsibility can be taken by the school if you fail your coursework because of a holiday taken in term-time.
3. It is your responsibility to check examination dates.

## NEED HELP?

Problems with your schoolwork? Are you being bullied? Are your friends giving you a hard time? Are things difficult at school? Are things difficult at home?

You may feel that missing school is the answer. It is not; it may even make things worse.

## TALK TO SOMEONE!

Your Form Tutor, Head of Year, Student Support Officer, teachers, the school Nurse, peer mentors, Prefects, other members of staff, and of course your parent/carers are always willing to listen and help. We will do everything we can to help you get over the problem. If it is appropriate, and you would prefer to speak to an older student, we can arrange to match you with a Peer Mentor, Prefect, or other responsible peer.

## Appendix 3: A GUIDE FOR STAFF

### 1 Form Registers

- 1.1 Form Tutors are responsible for Attendance Registers on SIMS.
- 1.2 The official list of DCSF Register Codes (2009) is in SIMS (see Appendix 5).
- 1.3 Registers are called promptly at 9.00am and 1.45pm (or 1.55pm on a PSHEE day) by staff.
- 1.4 The morning registration period ends at 9.30am and the afternoon registration period ends at 2.00pm.
- 1.5 Registers close at 9.30am and 2.00pm.
- 1.6 Students are not given a mark if they are not physically in the form room when the names are called.
- 1.7 Students arriving in the form room after the register has been called but before the end of the registration period are marked **late** with an **L**. The reason for lateness is noted in the register for the attention of the Attendance Team. The form tutor issues a same day detention to the pupil if there is no valid reason for lateness.
- 1.8 The Form Tutor makes a note of the reason on SIMS. The Attendance Team contacts the parent/carer if the reason for absence is unknown. The Attendance Team marks the correct code for absence on SIMS, under the guidance of the Assistant Head responsible for Pastoral Care.
- 1.9 Students who arrive after the end of the registration period **MUST** be signed in at the Office. If students arrive after the register closes (after 9.30am or 2.00pm) they are marked absent and coded appropriately by the Attendance Team under the guidance of the Assistant Head responsible for Pastoral Care. A 45-minute detention is issued unless there is a valid reason for lateness.

### 2 When lateness is not counted

Lateness due to official school transport, very bad weather, music lessons or school clubs does not count as late in statistical analyses.

Late passes can be given to students who are absent or late due to music lessons or clubs. Passes should be given to Form Tutors, Class Teacher, or Attendance Team so that the correct entry can be made on the Register.

### 3 Class Registers

- 3.1 Subject teachers are responsible for monitoring attendance at the beginning of their lessons.
- 3.2 Any unexplained absences should be notified **immediately** to the Attendance Team via [attendance@kesgrave.suffolk.sch.uk](mailto:attendance@kesgrave.suffolk.sch.uk)
- 3.3 Subject teachers are responsible for monitoring lateness to and absence from a lesson. They should keep a record of any persistent lateness and record the minutes late on SIMS via the comments. The school operates a 'pay back the number of minutes late' approach. For example, if a student is 4 minutes late to the lesson with no valid reason, they will be expected to pay back the number of minutes late at the end of said lesson.

## **4 Monitoring Procedures**

- 4.1 Attendance registers are monitored regularly.
- 4.2 The Attendance Team enters appropriate codes on SIMS under the guidance of the Assistant Head responsible for Pastoral Care.
- 4.3 Students who attain 100% attendance throughout a half-term are awarded 5 achievement points.
- 4.4 Students whose attendance falls below the schools' threshold will be investigated. This threshold will fall between 95-90% pending Covid context. If absences are unexplained or unauthorised the parent/carer will be informed of the school's concerns by phone call or letter.
- 4.5 The attendance of students is monitored by Year Group, Gender, Ethnicity, Free School Meals, Special Educational Needs and Children in Care, using the SIMS attendance module and Pastoral Genie. Any concerns are raised at Pastoral and SLT meetings. Parents/carers are informed.
- 4.6 Attendance will be discussed at Year Team, Pastoral Team and SLT meetings.
- 4.7 Attendance will be an item in the Headteacher's Report to Governors each term.

## **5 Attendance Totals**

Weekly totals should be checked by Form Tutors on SIMS to identify patterns, concerns and for monitoring purposes. Half termly figures will be shared with Year Groups for monitoring, discussion and action.

## **6 Authorised/Unauthorised**

Providing an explanation is received, an absence can be authorised for:

- illness
- dental/medical appointments
- day of religious observance
- family bereavement
- attending an interview for a job, college, university etc
- exceptional special occasions, e.g. family wedding (see Appendix 1 section 7)
- family holiday, where prior approval has been obtained from the Headteacher (see Appendix 1 Section 6)
- the student is not within walking distance and no suitable travel arrangements have been made by the LEA
- approved work experience
- participation in an approved public performance for which a licence application has been made and the application approved by the Local Authority.
- approved study leave
- if traveller families work requires them to travel but it is not currently known whether the pupil is attending educational provision.

It will remain unauthorised:

- if no explanation is received from the parent/carer
- for looking after siblings
- for shopping trips
- for unexceptional special occasions, eg birthdays
- for family holidays longer than the duration originally authorised by the Headteacher
- for family holidays where prior permission was not sought or was refused.

The Assistant Headteacher for Welfare and Standards decides which absences are authorised and the Attendance Team enter the appropriate code on SIMS.

## **7 Following up absences**

Rapid responses are essential if there is no contact from the parent/carer. In cases where there is doubt about an explanation received, contact should be made with the parent/carer by the Head of Year, Student Support Officer or Assistant Head with responsibility for Welfare and Standards.

## **8 Strategies employed to support students and parents/carers**

8.1 On a daily basis the Attendance Team goes through the registers between 9.30am and 10.30am and any absences are noted. If no reason is available, a Truancy Call home will be made. If there is still no response, a phone call is made to Priority 1. If no reason is forthcoming a ParentMail communication will be sent at the end of the day informing the family that the absence will be coded as unauthorised. Copies of all calls and letters will be kept on file. (See Appendix 7 First Day Absence Check: school procedure and Appendix 8 First Day Absence Check: letter to Parent/Carer.)

8.2 If a pattern of concern about attendance is developing, the Form Tutor should speak to the student about his or her absences and advise the Head of Year and Student Support Officer of their concerns. A letter may be sent to the parent/carer requesting an explanation for any absences currently unauthorised.

8.3 If there is no significant improvement, in the subsequent month a final letter and supplementary phone call from the Pastoral Team will follow.

8.4 If there is still no improvement, the Head of Year or Assistant Head with responsibility for Pastoral Care may contact the parent/carer and invite them to attend a meeting, depending upon circumstances.

8.5 If attendance does not improve following a meeting with the parent/carer, a referral to the EWO will be made. Records of all the strategies used so far will be made available to the EWO prior to a possible referral.

8.6 The Head of Year meets with the EWO fortnightly and at key points for reviews. Any referrals made are processed following the Local Authority Fast-track procedure. A flowchart detailing the procedure upon EWO referral is attached (Appendix 9).

## **9 Acknowledging good attendance**

9.1 Attendance targets and attendance statistics for each Year Group and the names of students with 100% attendance are published on the Attendance Notice Board and in the School Newsletter where appropriate.

9.2 Students whose attendance has improved are praised by the Head of Year and where appropriate informs parents/carers by letter or via ParentMail.

## **10 Support for students who have difficulties attending school**

10.1 Where students are absent with good reason (for example because of long-term illness) staff may be expected to set meaningful work via Firefly. An IEP (Individual Education Plan) may be set up and reviewed at regular meetings with the student and their parent/carer. Procedures and strategies are outlined in the School's Long-term Absence Policy (available on the school website). Where a student is absent due to exclusion, staff are expected to set work via Firefly for the period of absence.

10.2 Where students are refusing to attend school, the school will liaise with outside agencies to offer support to the family. Such agencies could include the Education Welfare Service, the School Nurse, GP, Children and Young People's Services and the Virtual School.

10.3 When students return after long-term absence, for whatever reason and whether authorised or unauthorised, they are welcomed back to school and a reintegration programme is agreed.

10.4 Where necessary, reduced, or varied timetables may be negotiated for students with ongoing health problems.

## **11 Deletions from Roll and Children Missing from Education**

11.1 A parent who decides to home educate their child must notify the school in writing. The school will then make one further contact to parent/carers to encourage them to remain at KHS. Following receipt and confirmation of this, their child will then be removed from roll.

11.2 If a child leaves Kesgrave High School and we have not been made aware of the pupil's future arrangements (e.g. new address, new school,) the school will make all possible enquiries as to the whereabouts of the child, (e.g. checking the last known address of the child.) After twenty days the child is removed from roll, and the local Authority CME Team (child missing from Education) is informed.

## Appendix 4: APPLICATION FOR LEAVE OF ABSENCE FOR A STUDENT

### INFORMATION ON ATTENDANCE

The truth about good attendance.....

*Increase your chances of achieving strong passes  
at GCSE (9-5 grades)*

94% attendance	= Very good chance of achieving strong passes
93%	= Good chance of achieving strong passes
92%	= Fair chance of achieving strong passes
90%	= Less than 50% chance of passing
88%	= Less than 35% chance of passing
< 88%	= Less than 30% chance of passing

### Did you know???

***If your child attends 80% of the time over their 5 years of education,  
they would miss an entire school year!***

Approximate Days Absence in a School Year	
Attendance Rate	By End of School Year
100%	0
95%	10 days
90%	20 days
85%	30 days
80%	40 days

**Important information for parents/carers applying for holiday leave:**

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record being greater than 95% and other criteria set out in the school's 'Attendance Policy'.
- Request for leave should be submitted to the school **no less than 4 weeks** prior to the start of the holiday.
- Authorisation during formal examinations (External BTEC, GCSE, A Level and Mock Examinations) and in the first term of any new school placement is **not likely** to be granted.
- Any requests for extended leave, i.e. more than 10 school days in any academic year, will only be authorised in **exceptional circumstances**.

Our form is available on our website at

<https://forms.office.com/Pages/ResponsePage.aspx?id=QGTr0TnRjkKpeRanoaxkAls58q06Ys1KivwsJoxzdwURTRTN01SVIFOM1UyQ0ZZQIUzRjdVNFBaNSQIQCN0PWcu>

Paper copies are available if needed. Please contact [leaveofabsence@kesgrave.suffolk.sch.uk](mailto:leaveofabsence@kesgrave.suffolk.sch.uk) or the school office.

Please complete the section below detailing the reasons for the leave of absence. Should you require additional space of wish to upload evidence for your request (for example letter from employer), please use a further named piece of paper and upload it to [leaveofabsence@kesgrave.suffolk.sch.uk](mailto:leaveofabsence@kesgrave.suffolk.sch.uk)

## **KESGRAVE PYRAMID REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE**

Leave of Absence for a 'holiday' may be granted in the following circumstances but are still at the discretion of the Head Teacher. An application must be made, with appropriate evidence, four weeks in advance of the intended absence. Schools will consider authorising absence for:

- The Employer dictates the annual leave allowed – a letter of proof is requested
- Parents in the armed forces returning from overseas placement
- Public Services such as Police, Fire and Health whose holiday is rostered, and changes are unable to be made.
- Cultural issues for families returning to their homeland.
- Wedding of immediate family member
- Issue of self-employment has come to the fore of recent years; this would be assessed on an individual basis.
- Day of religious observance.
- Participation in an approved public performance for which a licence application has been made and the application approved by the local authority.
- Participation in regional or national competitions in recognised sporting or other activities.
- Participation in a recognised youth group event of limited duration e.g., Scouts, Air Cadets.

### **Considerations that are not deemed 'exceptional'**

- Cost of the holiday is less in term time
- Prolonged holiday
- Absent parent/grandparent taking the child on holiday in term time
- Absences during public examinations and SATS tests.

**The Education Attendance Service, on behalf of Suffolk County Council, will be issuing fixed penalty notices in the following situation where unauthorised absence occurs:**

- Where a pupil has taken unauthorised holiday during term time
- Where a pupil has a block of unauthorised absence in any one school term

The penalty notice is payable to the Local Authority (details for payment will be contained in the Notice). The amount of the penalty is:

- £60 if paid within 21 days of receipt of notice **per child, per adult** (even if parents are separate, but have regular contact with child)
- £120 if paid before 28 days

**PLEASE COMPLETE ALL DETAILS BELOW AND ATTACH AN EXPLANATORY LETTER.**

**Request for leave of absence from ..... (school)**

Name of Child/ren	Form Group/ Class	From	To	TOTAL SCHOOL DAYS

This request has also been made for the following siblings at another school:

Name of Child/ren	School

Signed ..... (Parent/Guardian)    Date .....

---

**To be returned to the Parent/Guardian (please complete)**

Pupil's name: ..... Form Group/Class .....

Requested period of absence from: ..... To .....

Signature or Parent/Guardian: .....    Date .....

Approved / Not approved by Headteacher: .....

## Appendix 5: DCSF ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before Registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registration closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age or COVID-19 related	Not counted in possible attendances
-	All should attend / No mark recorded	
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances

## Appendix 6: GUIDANCE ON THE COMPLETION OF REGISTERS

1. A mark must be made on SIMS beside every student's name **during the Registration Periods - 9.00am to 9.30am and 1.45pm to 1.55pm and in every lesson.**
2. A **black /** (forward slash) means present in the morning; a **black \** (backward slash) means present in the afternoon. All unexplained absences should be marked Code N; the Attendance Team will enter the correct code under the guidance of the Assistant Head responsible for Pastoral Care.
3. A student may be marked present only if s/he is physically present in the room before all the names in the register have been called.
4. If a student arrives in the form room after the Register has been called but before the end of the Registration Period, the Form Tutor/teacher may enter a code **L**. If the lateness is due to official school transport, very bad weather, music lessons or school club activities overrunning, such explanation should be noted in the Register so that the lateness is not counted towards the student's record or included in the statistics. We ask that a comment is left to aid explanation.
5. Absences can only be authorised by the Headteacher, Assistant Headteacher, Head of Year or Attendance Team (in consultation with the aforementioned).
6. If a student arrives in school after the Registration Period s/he **must** be signed in at the Office.
7. If a student arrives before the Registers close the relevant member of staff will add code **L** on SIMS. If there is no valid reason for the lateness (see Appendix 3 - A Guide for Staff, section 6) it will count as late for reports and statistics.
8. If a student arrives after the Registers have closed (9.30am or 2.00pm) without a valid reason it counts as an unauthorised absence for reports and statistics.
9. **Approved Educational Activities Off-Site.** The absence of students taking part in supervised educational activities outside the school is recorded as detailed below:
  - CODE B Educated off site includes**
    1. Individual work placements as part of an alternative curriculum
    2. Students on licence for sport, dance, drama.
    3. Students receiving education at home, either by home tuition or by ATS.
  - CODE J Interview includes**
    1. for new school.
    2. post 16 education school or college.
    3. post 16 employment NOT Saturday jobs etc.
  - CODE P Approved Sporting Activity includes**
    1. School matches
    2. County fixtures
    3. County and National Championships. (For out of school sports permission must be sought from the Assistant Head with responsibility for Pastoral Care prior to event)
  - CODE V Educational visit or trip organised by the school**
  - CODE W Work experience undertaken in Year 10 for 2 weeks, organised by the school**

These codes are equivalent to 'present' for performance table purposes.

## Appendix 7: First Day Absence Check: School procedure

The Attendance Team make phone contact with the parent/carer of absent students every day after monitoring answerphone messages and Registers.

If no contact is made, a Truancy Call is made.

Answers received or letters sent are recorded on SIMS.

Parents/carers are contacted every day of absence even if on first contact the parent/carer states that it is unlikely that the student will return the following day. The only exception to this rule is when a student has been hospitalised. In these cases, a date for next contact of the school by the parent/carer or vice versa is agreed.

- All new students and their parents/carers are informed about the First Day Absence Check prior to enrolment or on the first day at school.  
**See New Student Information Pack**
- All staff are informed of the system via the Staff Handbook  
**See Staff Handbook**
- All students and their parents/carers are informed and reminded of how the system works.  
**See New Student Information Pack**  
**Home School Agreement**  
**Student Handbook**  
**Headteacher's letters to parents/carers**

## Appendix 8 – First Day Absence Check: letter to Parent/Carer

STUDENT: \_\_\_\_\_ FORM: \_\_\_\_\_ DATE: \_\_\_\_\_

Dear Parent/ Carer,

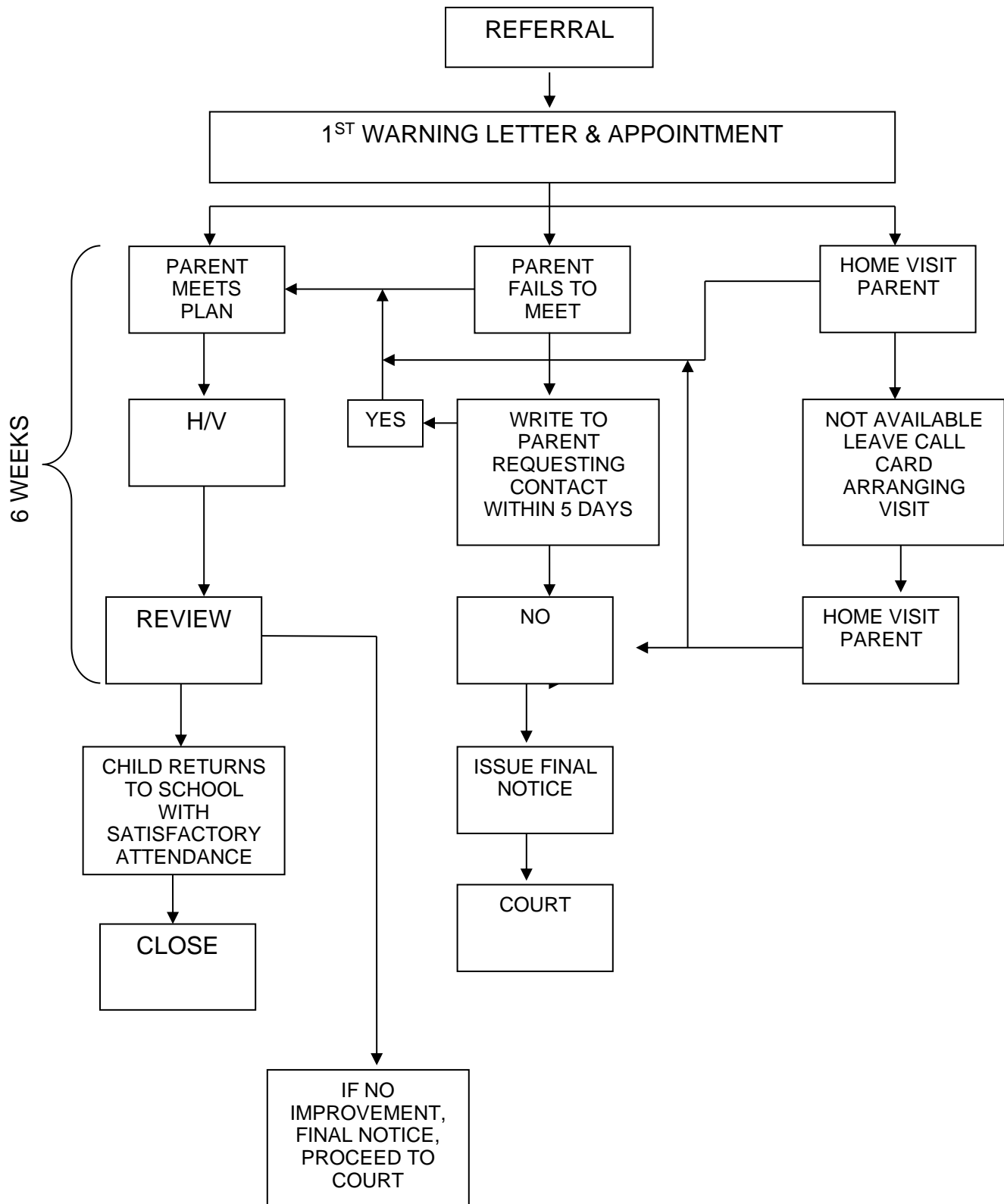
We are yet to hear from you regards the reason for your child's absence today. We tried to contact you at home, via your mobile or work with no success. Please respond at your earliest convenience by either emailing [attendance@kesgrave.suffolk.sch.uk](mailto:attendance@kesgrave.suffolk.sch.uk) or by telephoning 01473 624855.

Failure to inform the school of a valid reason for your child's absence today will result in your child's absence being recorded as unauthorised.

We hope to hear from you soon.

Mrs H Owen  
Student Data and Attendance Officer

## Appendix 9 – EWO Fast Track Flowchart



## Appendix 10 – Basic Attendance Procedures

# Basic Attendance Procedures for Year 7-11 students

How best to let us know if your child will be absent

**PLEASE REPORT YOUR CHILD'S ABSENCE BY 9:00 AM**

- **By phone – Use of our Attendance Lines**

01473 618997 (Dedicated Attendance Hotline with 24hr answerphone facility)

- **By Email**

[attendance@kesgrave.suffolk.sch.uk](mailto:attendance@kesgrave.suffolk.sch.uk)

- **Please provide the following information.**

Name of child

Form

**Reason for absence** - If ill, please provide a list of symptoms. If they have a medical appointment, please state whether they will be returning to school after the appointment.

**Name of Parent / Carer**

**Date**

- **Medical Appointment**

If your child has a medical appointment, please provide any letter/ medical appointment card/ text confirming the appointment if applicable – their record is then updated that evidence has been seen. Please note - evidence of medical/dental appointments may be required if your child's attendance is poor (below 92%).

***TOP TIP – If possible, please arrange routine medical appointments for your child out of school hours. Where this is not possible, we recommend requesting an appointment between the two registration sessions – 9:00am and 1:45pm as this will improve your child's attendance statistics. Alternatively, we suggest making an appointment towards the end of the school day.***



# Kesgrave High School

## Our school day

### School Day

Enter School	8:50 am
Form Time	9:00 - 9:30 am
Period 1	9:30 - 11:00 am
Break	11:00 - 11:30 am
Period 2	11:30 - 1:00 pm
Lunch	1:00 - 1:45 pm
Period 3	1:45 - 3:20 pm
Years 7 and 8 will be released at 3:10	
Years 9 and 10 will be released at 3:15	
Years 11, 12 and 13 will be released at 3:20	

### PSHEE Day

Enter School	8:50 am
PSHEE	9:00 - 10:00 am
Period 1	10:00 - 11:20 am
Break	11:20 - 11:50 am
Period 2	11:50 - 1:10 pm
Lunch	1:10 - 1:55 pm
Period 3	1:55 - 3:30 pm
Years 7 and 8 will be released at 3:20	
Years 9 and 10 will be released at 3:25	
Years 11, 12 and 13 will be released at 3:30	

## **Appendix 12 – School Attendance Action Plan September 2022 and beyond**

In order to ensure a focus on attendance, as we emerge from the COVID pandemic, in the academic year 2022-23 we will create a clear action plan of our approach to attendance. This plan will be incorporated into our Whole School Development Plan under our eBASICS themes. The plan will:

1. Use attendance tools including SIMS and Pastoral Genie to aid analysis
2. Work closely with our Pastoral Team to shape our vision
3. Explore what is happening within our Trust and beyond
4. Trial new approaches to inform raising attendance in the academic year 2022
5. Deliver termly attendance assemblies and focus weeks throughout the school year
6. Consolidate current practice for post COVID and beyond
7. Ensure our Attendance Policy is fit for purpose, shared, sustainable and understood by all stakeholders.