



Attendance

The King's (The Cathedral) School is committed to providing an education of the highest quality for all its pupils and recognises that this can only be achieved by supporting and promoting excellent School attendance for all. This is based on the belief that, only by attending School regularly and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

Ours is a successful School and all pupils/students play their part in maintaining that. We aim to create an environment which enables and encourages all members of the community to achieve excellence. For pupils/students to gain the greatest benefit from their education, it is vital that they attend regularly and punctually, being at School on time and every day on which the School is open, unless the absence is unavoidable.

The whole School community – pupils/students, parents and carers, teaching and support staff and Governors - have a responsibility for ensuring good School attendance and have important roles to play. The purpose of this policy is to clarify everyone's part in this.

All staff (teaching and support) have a key role to play in supporting and promoting excellent School attendance and will work to provide an environment in which all our pupils/students are eager to learn, feel valued members of the School community and look forward to coming to School every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Attendance Leader

The Deputy Headteacher (Pastoral) will oversee, direct and co-ordinate the School's work in promoting regular and improved attendance and will ensure that the Attendance Policy is consistently applied throughout the School. This person, known as the Attendance Leader, will also ensure that up-to-date attendance data and issues are shared at Year Group Meetings by the Assistant Headteacher responsible for Key Stage 3, 4 and 5, are made regularly available to all staff. Parents/carers will regularly be reminded about the importance of good School attendance and that a report is prepared to be presented at the Governors Personnel Committee meeting. S/he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Why Regular Attendance is important

Learning

Any absence affects the pattern of a child's Schooling and regular absence will seriously affect their learning. Any pupils/students absence disrupts teaching routines, so may also affect the learning of others in the same class.

Ensuring pupils/students regular attendance at School is the parents/carers legal responsibility and permitting absence without a good reason is an offence in law and may result in prosecution.

The Law relating to attendance

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory School age shall cause him/her to receive efficient full-time education suitable:

- (a) to age, ability and aptitude and;



(b) to any special educational needs he/she may have,

either by regular attendance at School or otherwise.

According to the terms of the Act, a parent is defined as:

- the natural parents of a child, whether they are married or not;
- anyone who, although not a natural parent, has parental responsibility for a child;
- any person who, although not a natural parent, has care of a child.

Safeguarding

Section 175 of the Education Act 2002 places a duty on Local Authorities and Governing Bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

A child may be at risk of harm if they do not attend School regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this School, promoting the welfare and life opportunities for a child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Lack of bullying.

Failure to attend School on a regular basis is considered a safeguarding matter.

Helping to create a pattern of regular attendance is everybody's responsibility, parents/carers, pupils and all members of School staff.

To help us all to focus on this we will:

- Report to you regularly on how your child is performing in School, noting any issues with attendance and punctuality and how this relates to their attainment and rate of progress.



Attendance Procedures

This policy should be read in conjunction with the Extended Absence from School policy.

1. Registration

Poor punctuality is not acceptable. If a pupil/students misses the start of the day they and miss work and do not spend time with their class teacher/form tutor getting vital information and news for the day. Late arriving pupils/students also disrupt lessons, can be embarrassing for the child and can also encourage absence.

- Registers are kept in accordance with Government regulations. The legal registration is taken twice during the School day – **morning registration at 8.35am; afternoon registration at 2.20pm.**
- All pupils must attend both registration sessions.
- The register will record the following:
 - whether the pupil is present, absent or attending an approved educational activity;
 - an 'approved educational activity' is defined as:
 - a. an activity taking place off the School premises;
 - b. approved by a person authorised by the Headteacher or Board of Governors;
 - c. supervised by a person approved by the Headteacher or Board of Governors;
 - d. of an educational nature, including work experience, field-trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education;
 - e. link courses where a pupil attends an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location, while remaining on roll and under School supervision (e.g. sick children being taught at home or in hospital, or attending an approved sporting activity).
- Any **pupil arriving after 8.35 or 2.20 will be deemed to be late and will be coded as 'L'** on the register. **Pupils arriving after 09.00 or 2.30 will be marked as unauthorised late – code 'U'**. A 'U' code means the pupil has incurred an unauthorised absence due to having missed the legal registration period; legal action may be taken for continued unauthorised absences.

If a pupil/student has a persistent late record the parent/carer will be asked to meet with the School to resolve the problem, but they can approach the School at any time should they be having problems getting their child to School on time.

School Attendance Officer

Parents/carers are expected to contact the School at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the School may refer the child to the Local Authority Attendance Officer from Peterborough City Council Attendance Service. They will also try to resolve the situation by agreement but, if other ways of trying to improve the pupils/students attendance have failed and unauthorised absences persist, the School can recommend that the Local Authority use sanctions such as Penalty Notices or prosecutions in the Magistrates Court.



2. Understanding the types of absence

- When a pupil of compulsory School age is absent, it must be marked as an **'authorised'** or **'unauthorised'** absence.
- Every half-day absence from School has to be classified by the School (not by the parents/carers) as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required, preferably in writing.
- The School reserves the right to decide whether an absence should be authorised or not. Although reasons for absence will be recorded, the absence may not be authorised if the reason is not deemed appropriate, reasonable or if there are ongoing concerns. Unauthorised absences can lead to legal action.
- **Authorised absences** are mornings or afternoons away from School for a good reason like illness, medical/dental appointments which unavoidably fall in School time, emergencies or another unavoidable cause.
- **Unauthorised absences** are those which the School does not consider reasonable and for which no "leave" has been given. This includes:
 - parents/carers keeping children off School unnecessarily;
 - truancy before or during the School day;
 - absences which have never been properly explained;
 - children who arrive at School too late to get a mark – after the register has been closed at **09.00** for the morning session and **2.30** for the afternoon session;
 - shopping, looking after other children or birthdays;
 - day trips and holidays in term-time, which have not been authorised as an exceptional or unavoidable circumstance by the Headteacher.

This type of absence can lead to sanctions and/or legal proceedings.

Whilst any child may be absent from School because they are ill, sometimes they can be reluctant to attend School. Any problems with regular attendance are best sorted out between the School, the parents/carers and the child. If a pupil/student is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

- **Lateness** will be monitored and where there are concerns letters will be sent home and Parents/carers will be asked to work with the School to resolve the problem.

3. Absence Procedures

If a pupil is absent the parent/carer must:

- contact the School as soon as possible on the first day of absence;
- on the day of return send in a note of explanation of the absence – this is in addition to the original notification.

**If a child is absent we will:**

- telephone on the first day of absence if there has been no contact from home;
- **if the absence becomes longer term** i.e. falls below 95% in a half-term the parent/carer will be contacted. If there is no improvement they will be invited into School to discuss the situation. This will be at the discretion of the SLT Link, depending on reasons for absence e.g. a child could have a valid medical reason which would explain a period of absence.
- **Take Legal action if there are persistent absences, which may be in the form of Penalty Notices issued to each parent/carer for each child.**

4. Leave of Absence

Taking leave of absence without exceptional/unavoidable circumstances in term time will affect a pupils/students Schooling as much as any other absence and we expect parents/carers to help us by not taking children away in School time.

All applications for Leave of Absence must be made in advance to the Headteacher who will make the decision as to whether or not it should be authorised. In making a decision about whether to authorise this leave, the Headteacher will consider the circumstances of each application individually, including any previous pattern of absence. The Headteacher will only authorise Leave of Absence in **exceptional/unavoidable circumstances**.

Any period of leave taken without the agreement of the School (with at least four weeks' notice) and/or is different to that agreed by the School, will be classed as **unauthorised** and may attract sanctions such as a Penalty Notice or legal action per parent/carer per child.

There is **no** automatic entitlement in law to time off in School time to go on holiday.

5. Persistent Absence

A pupil/student becomes a 'persistent absentee' when they miss 10% or more Schooling within an agreed period of time for whatever reason. Absence at this level may cause considerable damage to any child's educational prospects and we need full parental support and co-operation to tackle this.

We monitor all absences thoroughly. Any case that is at risk of moving towards persistent absence level is given priority and parents/carers will be informed of this immediately.

Persistent absent pupils/students are tracked and monitored carefully through our pastoral system and we may also combine this with academic mentoring where absence affects attainment.

6. Deletions from Register

Under Section 8. (1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006 should a pupil/student fail to return to School by the time that registration ends on the 20th day of absence the School is permitted to delete the pupil/students name from our register.

This is possible if the pupil/student have not returned by the date specified because the following applies under Section B (h), that he/she/they will have been continuously absent from School for a period of not less



than 20 School days and

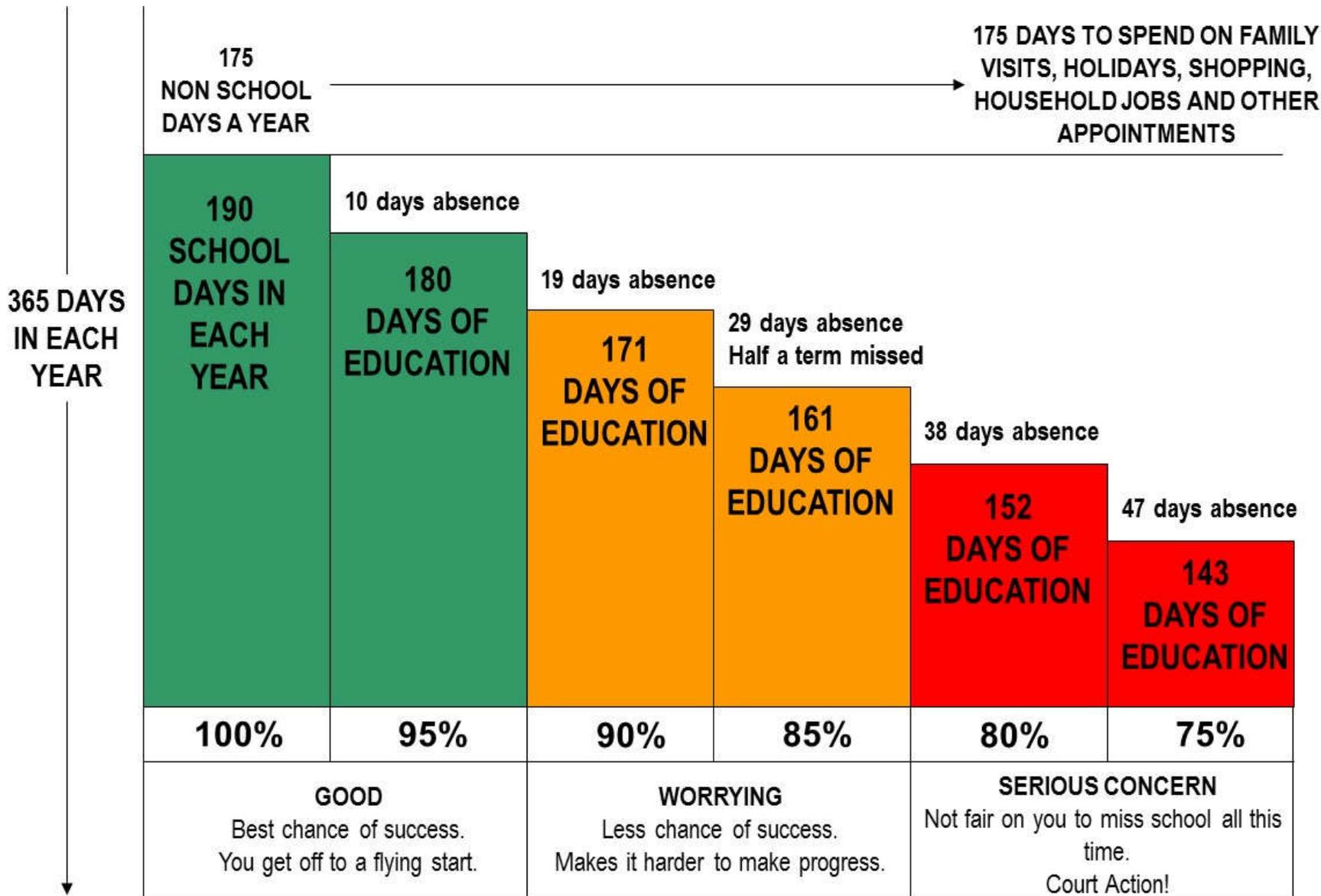
- at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2).
- the proprietor does not have reasonable grounds to believe that the pupil(s)/student(s) is/are unable to attend the School by reason of sickness, or any unavoidable cause.

Those responsible for attendance matters in this School are

Circumstances where a Penalty Notice may be requested from the Local Authority by the School

A Penalty Notice can be issued if one of the following criteria can be met.

- Level of unauthorised absence leads to an unauthorised absence rate of 10% or more within a period of any eight School weeks and there is usually more than one instance (up to three penalty notices may be issued in any academic year).
- A single unauthorised absence event contributing to an unauthorised absence rate of 10% or more within a period in any eight School weeks.
- Persistent late arrival at School after the register has closed contribute to a level of unauthorised absence 10% or more.
- Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification contribute to a cumulative unauthorised absence rate of 10% or more over a period in any eight School weeks.
- Pupils/Students identified in a public place whilst excluded from School (during the first five days of the exclusion period) without reasonable justification.





Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning	Physical Meaning	BackMark
/	Present (AM)	/		Present	In for whole session	Basic
\	Present (PM)	\		Present	In for whole session	Basic
B	Off- site Educational Activity	B		Approved Educational Activity	Out for whole session	Basic
C	Leave of absence authorised by the school	C		Authorised Absence	Out for whole session	Basic
D	Dual registration - at another educational establishment	D		Attendance not required	Out for whole session	Basic
E	Excluded but no alternative provision made	E		Authorised Absence	Out for whole session	Basic
G	Holiday not authorised by the school or in excess of the period determined by the Headteacher	G		Unauthorised Absence	Out for whole session	Basic
H	Holiday authorised by the school	H		Authorised Absence	Out for whole session	Basic
I	Illness (not medical or dental appointments)	I		Authorised Absence	Out for whole session	Basic
J	At an interview with prospective employers, or another educational establishment.	J		Approved Educational Activity	Out for whole session	Basic
L	Late arrival (before registers closed)	L		Present	Late for session	Basic
M	Medical/Dental Appointments	M		Authorised Absence	Out for whole session	Basic



N	Reason for absence not yet provided	N		Unauthorised Absence	Out for whole session	Basic
O	Absence from school without authorisation	O		Unauthorised Absence	Out for whole session	Basic
P	Participating in a supervised sporting activity	P		Approved Educational Activity	Out for whole session	Basic
R	Religious observance	R		Authorised Absence	Out for whole session	Basic
S	Study Leave	S		Authorised Absence	Out for whole session	Basic
T	Traveller absence	T		Authorised Absence	Out for whole session	Basic
U	Arrived in school after registration closed	U		Unauthorised Absence	Late for session	Basic
V	Educational visit or trip	V		Approved Educational Activity	Out for whole session	Basic
W	Work Experience	W		Approved Education Activity	Out for whole session	Basic
#	Planned whole or partial school closure	#		Attendance not required	Out for whole session	Basic
Y	Unable to attend due to exceptional circumstances	Y		Attendance not required	Out for whole session	Basic
X	Not required to be in school	X		Attendance not required	Out for whole session	Basic



Z	Pupil not on admission register	Z		Attendance not required	Out for whole session	Basic
-	All should attend / No mark recorded	-		No mark	No mark for session	Basic



Home/School Meeting Record Template

Name and Address of Pupil/Student	Students Year and Registration Group	DOB	Language

Attendance Percentage (%)

Parent(s)/Carer(s) - Names (please put forename and surname) Please also state names of other adults living at the student(s) address.	Relationship to Student	Address (if different to Students address)	Telephone Number

Full Names of Students Siblings	DOB	Name of School attending (if applicable)	Attendance Concern?	
			Y/N	% (if known)

Doctors Name/Practice and Surgery Address



Date and Time of Meeting	Names of Persons present at Meeting	Title(s)	Parents/Carers/School/Agency/Other (please specify)

Circulation Parent(s)/Carer(s)

School (as above)

Other (please specify)



Points Discussed:-
<p>Are Parent(s)/Carer(s) aware of absences? Has the child been at home when absent? Any known harbouring addresses?</p>

Medical Issues?			
Is there a diagnosed medical issue? Consultant's Name:-	School Nurse Referral Agreed	Yes	No
	Doctor/GP Appointment Advised	Yes	No

School Input:-
<p>Is pattern of attendance affecting attainment/grades? Are there any issues in specific subjects? Any concerns regarding coursework or outstanding homework?</p>



Behavioural Concerns?
Any Seclusions or exclusions? Any internal arrangements? Any behaviour issues at home?

Friendship Issues/Bullying Incidents?-
Have issues been reported to and investigated – when, who to and who by?

Transport Issues?
How far does the student live from School? How do they travel to School? Do Parent(s)/Carer(s) pay for transport? Why is child attending The King's (The Cathedral) School rather than a School closer to home?



Are other agencies involved with the Family? Has a CAF been completed?

(Yes/No - Please give details if appropriate)

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Has Pupil/Student been absent due to Religious Observance?

(Yes/No - Please give details if appropriate)

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Is Pupil/Student a Carer for a family member?

(Yes/No - Please give details if appropriate)

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Additional Notes

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Request for Attendance Service Involvement Form

Name of Pupil	D.O.B	Year	M/F	Attendance %	School
Any known siblings					
Name	D.O.B	M/F	School attended if known		
Main Parent(s)/Carer(s)					PR Y/N
Surname		First Name			
Surname		First Name			
Address and postcode					
	Has address been checked with child (if appropriate)?				
Home Phone		Mobile/Email			
Ethnic Origin and first language		Interpreter required?			
Dialect?					
Parent/Carer 2	Please complete if parents live separately				PR Y/N
Surname		First Name			
Address and Postcode					
Home Phone		Mobile/Email			

Please add any details of previous Penalty Notices issued:

Penalty Notice Number		Penalty Notice Number		Penalty Notice Number	
Penalty Notice Number		Penalty Notice Number		Penalty Notice Number	

If known, please provide details of any other involvement from external agencies:-



Name of Organisation	Name of contact	Contact number if known	Current involvement?

Please also see page 2 overleaf:



DOCUMENTATION/EVIDENCE REQUIRED	Yes	No
<p>HAS A SCHOOL ATTENDANCE MEETING (A2) BEEN HELD BY THE SCHOOL?</p> <p>If No please explain why.</p> <p>HAVE AT LEAST TWO PENALTY NOTICES BEEN ISSUED BY THE SCHOOL?</p> <p>If No please explain why.</p> <p>PLEASE ATTACH ALL EVIDENCE OF INTERVENTIONS, meeting notes, calls made etc</p> <p>PLEASE NOTE THAT THIS REFERRAL <u>WILL NOT</u> BE ACCEPTED WITHOUT EVIDENCE THAT TWO PENALTY NOTICES HAVE BEEN REQUESTED (SEE ABOVE).</p> <p><i>Please note this request cannot be accepted without a signature, a certificate of attendance, relevant notes from the SAM (A2) and/or PN Meetings.</i></p>		
Are all absences unauthorised on the provided attendance certificate?		
Does the child have a statement of Special Educational Needs/EHCP?		
Are there any child protection issues?		
Is the child subject to a CP Plan?		
LAC team involvement?		
Provide CAF No (if completed)		
Name of Social Worker?		

Please indicate what type of involvement you are requesting (please refer to Appendix 11 Scale of Charges):

SAM	Yes / No
Review SAM	Yes / No
Pre-prosecution meeting	Yes / No
Package of all or part of the above (as detailed in the scale of charges document)	Yes / No

Signed			
Print Name			
Position Held			
Contact Telephone / email		Date of Request	



address			
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Once completed please email this form to the School's named Attendance Officer



Peterborough City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also be obliged by law to share this information with other organisations which handle public funds. Further information relating to your rights under the Data Protection Act can be sent to you on request.



Attendance Agreement

Names of Parent(s)/Carer(s)

We/I understand the purpose of this agreement and agree(s) to follow the actions listed below to improve the attendance at The King's (The Cathedral) School.

Name of Student:	
Date of Birth:	

It has been explained that there must be a significant improvement in the attendance at School of the above named pupil/student and if further unauthorised absences occur The King's (The Cathedral) School with the Local Authority may proceed with the issue of penalty notices or legal action under s444(1) or (1a) of the Education Act 1996 which would result in prosecution at the Peterborough Magistrates Court.

Actions to be carried out by Parent(s)/Carer(s) and Pupil/ Student:
<ul style="list-style-type: none"> • Ensure that the above named pupil/student attends The King's (The Cathedral) School and/or educational provision regularly, on time, as per their timetable. • Maintain regular contact with The King's (The Cathedral) School staff to discuss any concerns or further issues that may affect attendance at The King's (The Cathedral) School. • Contact The King's (The Cathedral) School to explain all absences. • Provide medical evidence/appointment cards to enable The King's (The Cathedral) School to record absences as authorised. • Ensure that The King's (The Cathedral) School have a current address, contact telephone number and email address in case of emergency. • Ensure that appropriate School uniform is provided and worn. • Make every effort to return the above named student to The King's (The Cathedral) School should there be any truancy.

Consent is given to The King's (The Cathedral) School and the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate.

Pupil(s)/Student(s) signature(s):		
Parent(s)/Carer(s) signatures:		



Actions to be carried out by The King's (The Cathedral) School Staff:
<ul style="list-style-type: none"> • Contact parent(s)/carer(s) by telephone or email if pupil/student fails to attend School and no contact is received from the parent(s)/carer(s). • • • • •

Actions to be carried out by The King's (The Cathedral) School:
<ul style="list-style-type: none"> • Arrange for this document to be provided to the parent(s)/carer(s) and the Attendance Service. • Continue to monitor until regular attendance is established or arrange further meetings and take further action if necessary.

Name:	Title:	Signature:

Others present at the meeting:		
Name:	Title:	Signature:

Date:	
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Permission for Pupil Absence Guide

PERMISSION FOR PUPIL ABSENCE - PARENTS/CARERS	
REASON FOR ABSENCE	PERMISSION TO BE REQUESTED FROM
Dental and Medical (part of a day)	Tutor
Up to One Day (as a maximum) of Religious Observance per Request (two Eids per year)	Tutor
Participation in an Extra-curricular Event (part of a day)	Tutor/Pupil Development Manager and Headteacher
Funeral of a Member of the Family or Close Friend	Headteacher
Family Wedding of a Close Relative	Headteacher
Early (half day) Holiday Departure	Headteacher
University Visits/6 th Form Absences	Assistant Head (Sixth Form)
Longer/Other Absences	Headteacher



Attendance Service Medical Consent Form

Name of Child:		DOB:	
Address:			
School Attended:			
Name of GP:			
Address of Surgery:			

Sharing of Medical Information

I/we consent to information regarding my child named above, being shared with The King's (The Cathedral) School in order to verify medical problems which have impacted on his or her ability to attend school/education provision in order to identify additional support.

Parent/Carer Name:		Date:	
Signature of Parent			
Parent/Carer Name:		Date:	
Signature of Parent			



Working in Partnership Form

Surgery Details:			
Name of Pupil:		DOB:	
Address:			
Post Code:		Telephone Number:	
Signature of Parent/carer:			

The above child reported to this surgery today **DATE** _____ and was seen by

DR / PRACTICE NURSE _____.I can confirm that the above child; (* Delete as applicable)

The child's diagnosis/treatment ***WILL or *WILL NOT** impact on their ability to attend school - therefore they are able to return to school.

OR

The child will be expected to remain absent from school to rest and recover for approximately __ day/s.

Additional information by Practitioner:			
Signed:		Date:	
Position Held:	Dr/Practice Nurse		