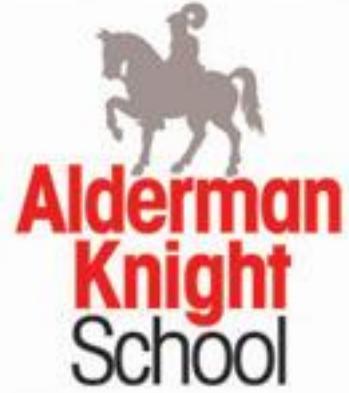


Date Reviewed: July 2018  
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 Next Review Due: July 2020



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 Head Teacher: **Clare Steel** GL20 8JJ

## Attendance Policy

(Please also refer to the Gloucestershire County Council Children Missing Education and Missing Pupils (Oct 2015) for instances when a child of compulsory school age is not registered at any formally approved education activity ie. School or alternative educational establishment)

Alderman Knight School is committed to working in partnership with parents/ carers, governors and the Local Authority to ensure Alderman Knight School provides a supportive learning community that enables all its pupils to thrive.

It is recognised that rate of pupil progress is improved with regular attendance at school. Therefore we will do all we can to encourage parents and carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

The school attendance target is 93%. This is the minimum target set by Gloucestershire Local Authority for all schools.

The school day starts at **8.40am** and finishes at **3pm**

### **Expectations:**

#### **We expect that all pupils will:**

- Attend school regularly
- Attend school punctually
- Attend school appropriately prepared for the day dressed in school uniform and with any additional equipment or clothing required for the day
- Discuss promptly with their form tutor any problems that deter them from attending school

#### **We expect that all parents and carers who have day to day responsibility for the children and young people will:**

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child/children arrive at school punctually and are prepared for the school day.
- Ensure that they contact the school whenever the child/children is/are unable to attend school
- Contact the school on the first day of the child's absence
- Contact the school promptly whenever any problems occur that may keep the child away from school

**We expect that school staff will:**

- Keep daily and accurate records of attendance
- Parents will be contacted as soon as possible when a pupil does not come into school and no message has been left to explain the absence
- Follow up all unexplained absences
- Encourage good attendance
- Provide a welcoming atmosphere for all pupils
- Provide a sympathetic response to any pupil's concerns
- Make contact with parents and carers of pupils who are not attending regularly
- Arrange for a meeting to discuss with parents/carers any irregular or unjustified patterns of attendance.

**Holidays:**

New legislation from September 2013 states that schools can no longer authorise any leave of absence unless there are exceptional circumstances. No parent or carer can demand leave of absence for their child/children as a right. The head teacher will consider the circumstances for the holiday and the pupils' attendance. Parents/carers must request a form from the school office giving the reason for the holiday. Any application for holiday must be made no later than 2 weeks before the proposed start of the holiday and leave will only be granted in exceptional circumstances. The child's attendance will be taken into consideration. If leave is granted it will not exceed 10 days. Holidays taken without the permission of the head teacher will be marked as unauthorised absence.

The head teacher will consider:

- The reason for the holiday
- The pupil's attendance

**Lateness:**

The school day starts at 8:40am. Pupils must be in school for this time

Pupils who arrive between 8:40am and 9:15 will be marked as Late. Pupils who arrive after 9:15 will be marked at Late Unauthorised.

**Illness:**

If your child is ill and unable to attend school please inform the school by 9am on the first day of illness.

**Encouraging Attendance:**

Alderman Knight School encourages regular attendance in the following ways:

- By providing a safe, caring and welcoming environment
- By responding promptly to a child's or parent's concerns about the school or other pupils
- By marking registers accurately on SIMS on a daily basis
- By publishing and displaying attendance statistics in classrooms and in the Study Centre
- By celebrating good and improved attendance
- By monitoring pupils attendance, keeping a record of all absences and reasons for absence, authorised or unauthorised, action taken, arranging meetings with parents/carers, referral to Education, Entitlement & Inclusion Team, Shire Hall if no improvement in attendance following meetings.

**School Organisation**

In order for Alderman Knight School's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to all pupils at all times. Parents and carers must support the ethos of maximum school attendance with their child/children at home to ensure that corresponding values are being shared and adhered to:

Please note it is appreciated that for some pupils due to their particular needs periods of absence may be unavoidable.

**In addition to this the head teacher, governors and school staff have responsibility:**

- Adopt the whole policy
- Ensure that the registration procedures are carried out efficiently by form tutors and that appropriate resources are provided.
- Pupils with attendance below 93% will be monitored by school staff.
- Pupils with low attendance will be highlighted to Phase AHT and the Head teacher. An individual record for each pupil will be kept giving reason for absence and any action taken.
- Meetings with parent/carers will be arranged and followed up. Pupils whose attendance does not improve will be referred to the Education, Entitlement & Inclusion Team [EE&I Team], Shire Hall.
- Office to determine reason for absence from parents/carers on first day of absence
- At Alderman Knight School the nominated staff are:
  - ✓ Mrs Cathy Shaw [office]
  - ✓ Mrs Clare Steel [Head Teacher]
  - ✓ Mrs Hannah Silverthorn [Assistant Head teacher for Personal Development, Behaviour and Welfare]
- Office to arrange end of term and end of year certificates and prizes for excellent attendance
- Attendance information to be displayed in tutor bases and summary information in the school study centre.

**Additional responsibilities of staff re attendance and registration**

Please note all staff have a responsibility to monitor attendance.

**Tutor team** - the role of the tutor team is crucial in monitoring day-to-day attendance.

The tutor team will:

- register the pupils on SIMS in line with guidance provided by the school office and in staff guidance
- ensure office is aware of absence notifications, the office will contact parents as appropriate
- monitor attendance profile of tutor group and raise concerns with CS [Attendance Officer], Pastoral Team or AHT re attendance as soon as possible
- monitor punctuality
- discuss attendance profile with pupils once every full term (minimum). For pupils causing concern this may become more frequent and will lead into contacting parents
- contact parents about pupils causing concern in these areas

If there are any concerns these will be discussed with the Pastoral Team or AHT.

**Teaching staff** – will always take a register at the start of each lesson to monitor attendance across the curriculum. If pupils are routinely absent or missing lessons then it is important that the subject teacher informs the tutor as absence will impact on rate of progress.

**Actions that will be taken as a result of non attendance:** When a pupil does not attend school we will respond in the following manner:-

- On the first day of absence, if a message is not received by 9am from the parent or carer the school will phone asking for confirmation as to why the pupil is absent. The person with this responsibility is Mrs Cathy Shaw in the school office. If no response from the telephone call a text will be sent.
- If by the second day no contact has been achieved between parent or carer and school then the school will ring again and try to make contact with the family. If no response then a letter is sent to the parents/carers asking for details of absence. The absence will then be marked accordingly in the register.
- The school will always work with families to ensure attendance at school is as good as it can be. If Mrs Shaw is concerned in any way re attendance then she will discuss with form tutor and/ or Assistant head teachers who will then contact the family to discuss further. On rare occasions a

home visit may be made by the AHT and another member of staff to see how support can be offered. If necessary referrals to outside agencies can be made in order to support the family and young person. If no improvement in the pupil's attendance an Attendance Improvement Meeting [AIM] will be arranged between the parents/carers, the school and, if appropriate, the pupil. An Attendance Improvement agreement will be set up. This meeting will be followed up after 4 weeks with an AIM Review. The school will inform parents that if the absence persists, a referral will be made to the EE&I Team.

- Parents will be also made aware that failure to comply with the expectations may result in further action.

#### **Role of Education, Entitlement & Inclusion Team:**

The EE & I Team is based at Shire Hall. Referrals for non-attendance and penalty notices will be made by the school to this team.

#### **Attendance Rewards:**

- At the end of every 6/ 8 week term awards will be presented to the tutor groups with the best attendance for that term to both primary and secondary in the Celebration Assemblies. Tutor groups will be presented with a certificate and small prize. Tutor teams and AHT can also request attendance awards for pupils whose attendance has improved over the term.
- Bronze, Silver and Gold attendance awards. At the end of the autumn and spring terms certificates, badges and a small prize will be awarded in assembly to pupils with 100% for that term. A letter from Clare Steel will be sent home to parents/carers. Tutor teams and AHTs can also request attendance awards for pupils whose attendance has improved over the term.
- At the end of year assembly rewards will be given to pupils who have achieved 100% attendance for the whole year. Certificates and rewards will also be presented to the primary and secondary tutor groups with the best attendance for the whole school year. A letter from Clare Steel will be sent home to parents/carers. Tutor teams and AHTs can also request attendance awards for pupils whose attendance has improved over the term.

#### **Additional Note regarding changing schools**

It is important that if families decide to send the child/children in their care to a different school that they inform the Head teacher as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving this school and starting the next.
- The address of the new school.
- The new home address.

The pupil's school records will then be sent to the new school as soon as possible. In the event that this school has not been informed of the above information, the family will be referred to the EE & I Team.

Alderman Knight School aims to create and maintain a safe environment for children and to manage situations where there are child welfare concerns. The school has clearly laid down and recognised procedures for dealing with abuse or suspected abuse which is in line with recommendations made by the Gloucestershire Safeguarding Children Board. Please refer to the school's Safeguarding Children/Child Protection Policy.