

JKHS ATTENDANCE & PUNCTUALITY POLICY

Aims

At John Kyrle High School and Sixth Form Centre, we want everyone to achieve their personal best and to have high aspirations for their future. Our aim is for all students to be happy, healthy and successful.

Every student has the right to a full education and attending school regularly gives our students the best possible start in life. The aim should be to attend 100% of the time. Daily attendance to school helps students to do well in secondary school, college and work.

Outstanding attendance and punctuality are important life skills and will help students thrive in their academic, personal and future professional lives.

Statutory

The Education Act 1996 requires parents and carers to ensure their children receive efficient, full-time education, either by regular attendance at school or other provision.

Schools are responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session. Lesson registers are also taken to highlight any truancy within the school day.

Expectations

Students

- We expect all students to attend every day that the school is open and aim for 100% attendance
- Students will arrive by 8.45am fully equipped and prepared for the day in the correct uniform
- Students will arrive on time to all lessons throughout the school day
- We always encourage students to share any problems they may be having that may impact on their daily attendance to school.

Parents/carers

- We expect all parents/carers to encourage their children to attend school daily, and on time by 8.45am, in correct uniform
- Parents/carers must ensure they contact the school by 9.30am to report any absences or to inform us if their child is leaving school for a medical appointment
- Please call the student absence line on 01989 760395 or email studentabsence@jkhs.org.uk with your child's full name and reason for absence. Please do not leave messages elsewhere in school
- Please note, we would ask that any medical appointments are made outside of school hours where possible. If this is not possible, we request the student is only absent for the duration of the appointment. We reserve the right to ask for official confirmation of the appointment
- Parents/carers must ensure the school is provided with up-to-date telephone numbers and at least one other emergency contact number
- Please do not arrange family holidays during term time.



Staff

- Staff have a clear vision of attendance underpinned by high expectations. This is communicated to students and their parents/carers
- Staff are aware that absence from school is a potential safeguarding risk and they understand their role in keeping students safe
- Regular and clear messages are given to students about how attendance affects attainment, wellbeing and wider outcomes
- Staff will communicate openly and honestly with students and their parents/carers in respect of attendance to school so they understand what to expect and what is expected of them.
- The importance of school as a place of safety where students can enjoy positive relationships with staff is fully understood by all staff.

Punctuality

The school day starts with tutor time or assembly at 8.45am. The end of the school day is staggered and students leave site from 3.15pm to 3.25pm. The head of year/tutor advises parents/carers and students of leaving times.

All students must ensure they are in school by 8.45am. Tutor time is a very important part of the school day. It is a time to form a strong, positive relationship with the tutor as well as spending time with classmates prior to lessons beginning.

Morning registration closes at 8.55am, students who arrive after this should sign the late book in the resources office. Arrivals from 9.15am will be coded as 'U', "late registration", this is an unauthorised absence. Students who are repeatedly late will receive sanctions such as after-school detentions. Penalty notices may be issued by Herefordshire Council for persistent lateness.

Students present at an approved off-site educational activity

An approved educational activity is where a student is taking part in a supervised educational activity such as field trips, educational visits, work experience or alternative provision. Students can only be recorded as receiving an off-site educational activity if the activity meets the requirements prescribed in regulation 6 (4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school. The activity must take place for the sessions for which the mark is recorded.

John Kyrle High School is responsible for the safeguarding and welfare of students educated off-site and measures are taken to ensure students are safeguarded. Arrangements are in place between the school and any providers of alternative activities to notify the school of any student's absence. Any unexplained and unexpected absences are followed up in a timely manner.

Absence during term time

Parents/carers have no automatic right for their child to be absent from school. Government guidelines state 'leave in term time can only be authorised in exceptional circumstances'. Absence requests will be considered on an individual basis.

Parents/carers considering planned absence during term time should write to the headteacher no less than 6 weeks prior to the absence. Students representing John Kyrle High School, their county or, at national level for sporting events or their chosen fields of excellence will be considered for authorised leave.



If the headteacher does not authorise leave of absence for the purpose of a holiday and the parents/carers still take their child out of school or the child is kept away for longer than was agreed, the absence will be recorded as unauthorised.

A 'parent' is defined in Section 576 of the Education Act 1996 as, 'including all natural parents, including those who are not married; any person who has parental responsibility and any person who has care of a child'.

All unauthorised absences of 10 sessions (5 days) or more will be reported to Herefordshire Council, who may take legal action.

Illness

Parents/carers should notify school on the first day and every day thereafter, if their child is unable to attend due to illness. We will authorise absences due to illness unless we have cause for concern about whether the illness is genuine. If the authenticity of the illness is in doubt, we may request parents/carers to provide medical evidence. This may take the form of prescriptions, appointment cards or a doctor's note.

We can record the absence as unauthorised if we are not satisfied by the authenticity of the illness and we will advise parents/carers of our intention.

When we are satisfied that a student is too ill to attend school and the absence is authorised, please note, schoolwork will not be sent home. The student should concentrate on recovering and returning to school.

Persistent illness without medical evidence will not be authorised and may be reported to Herefordshire Council, who may take legal action.

Safeguarding

Should contact with a parent/carer not be established and a satisfactory explanation for the absence of a child not be obtained, we will make all reasonable enquiries to establish contact with those named on the emergency contact list. If this is unsuccessful a "safe and well" check via the police may be instigated.

If a student has been absent for 4 or more consecutive school days and has not been seen by another professional within this period of time, we may ask parents/carers to bring their child into school to verify they are safe and well. Staff will liaise with other agencies, working with students and their parents/carers to support attendance, for example, where a student has a social worker, family support worker or is otherwise vulnerable.

If there are any safeguarding concerns for a young person, a referral to Herefordshire Multi Agency Safeguarding Hub (MASH) or Gloucestershire MASH may be appropriate. The MASH contact number in Herefordshire is 01432 260800 and in Gloucestershire, 01452 426565.

Children Missing from Education

John Kyrle High School must inform the local authority of any child who has failed to attend school or who has been absent without permission for more than 10 days.

When a student leaves John Kyrle High School and information has not been received by the new school regarding their placement, and parents/carers are unable to be contacted, we have a duty of care regarding safeguarding and we must contact the local authority. The student will be deemed as 'Child Missing from Education'. This means the local authority has a legal duty to investigate, which will include liaising with social services, the police and other



agencies, to try to track and locate the student. Unnecessary investigations can be avoided if John Kyrle High School is provided with accurate details of the student's new school.

Persistent absence

If a child misses 10% or more schooling across the school year, for whatever reason, they are defined as a 'persistent absentee'. Poor attendance disadvantages a student by creating gaps in their learning.

90% attendance is the equivalent to $\frac{1}{2}$ a day missed each week; over the course of an academic year that equates to a student missing 4 weeks of learning; by Year 11 the total learning lost is 20 weeks (1 $\frac{1}{2}$ terms).

If a student is recorded as a persistent absentee, we will inform parents/carers.

Support for students and their families

Staff monitor and analyse attendance data regularly to allow early help and support to be put in place to address any issues. Staff are skilled in supporting students and their parents/carers to identify and overcome any barriers to attendance.

Action plans are put in place in partnership with families (and other agencies, where appropriate) to improve attendance. This support may include the following:

- Daily tutor reviews
- Attendance trackers
- Pastoral support
- Support with uniform and equipment
- Mentoring and counselling
- Young carers support
- Wye Learn inclusion facility
- Early Help Assessment
- School nursing service
- Regular meetings with parents/carers

This policy should be read in conjunction with the following policies:

- Safeguarding & Child Protection Policy
- Behaviour for Learning Policy
- SEND (see our SEND information report and our Early Help Assessment document)

Reviewed by: Trixie Clarke

Reviewed date: November 2021

