

THE KING'S SCHOOL IN MACCLESFIELD



ATTENDANCE POLICY AND PROCEDURE (FOUNDATION)

This policy should be read in conjunction with the School Rules and the Educational Visits and School Trips Policy.

A range of documents and guidance for good practice govern attendance at King's. Key documents, which inform this policy, include:

- Keeping Children Safe in Education (2024)
- Working Together to Improve School Attendance (2024)
- The Education (ISS) Regulations (2014)
- Summary table of responsibilities for school attendance Statutory guidance for maintained schools, academies, independent schools, and local authorities.

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POLICY

King's is determined to provide an outstanding all-round education for our pupils. With this in mind, absences should be restricted to the minimum possible. There will occasionally be legitimate reasons for absence and the school itself organises educational visits, music and drama rehearsals or sporting fixtures which sometimes require pupils to miss all or part of

the routine school day. However, these absences are closely monitored and take place within the context of the broad educational aims of the school.

It is the responsibility of parents to ensure that permission is sought for all extraordinary absences from school using the following procedure.

Every school is required by law to maintain two separate registers, an Admissions register, known as the “School Roll” and an Attendance register. King’s uses the iSAMS school management system to maintain both of these registers. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met. Every entry in the Attendance register must be preserved for a minimum period of three years since the date the entry was made.

Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

For pupils to fully benefit from the educational opportunities provided by King’s it is vital that high levels of attendance and punctuality are sustained throughout the academic year. King’s has an expectation that all pupils will be striving for a culture of 100% attendance and 100% punctuality. Poor levels of attendance will negatively impact the personal, social and academic development of the pupil. It may also be an indicator of abuse or neglect or in itself may indicate that a child is at immediate risk of harm. Consequently, the attendance and registration arrangements set out in this document are hugely important. The school, however, appreciates that some pupils have specific needs and there may be barriers to them achieving high levels of attendance and punctuality. Where absence escalates and pupils miss 20% or more of school (equivalent to 1 day or more a week across a full school year), King’s would expect to work together with the parents to put additional targeted support in place to remove any barriers to attendance and re-engage these pupils. In doing so, staff will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

PROCEDURE

Planned Absence

Term dates are published over a year in advance on the website in order that parents can arrange holidays and/or travel arrangements to/from school without disrupting a pupil’s education. Only exceptional circumstances warrant a leave of absence and therefore leave of absence will not normally be granted during term.

If parents know that their son or daughter needs to be away from school, they should write to the relevant Principal to ask for leave of absence at least two weeks in advance.

Leave of absence will normally only be granted on request to the Principal in the following circumstances:

- To allow a pupil to attend a unique and important family occasion;
- In order that a pupil may join his/her family for the main family holiday of the year when the parental occupation dictates that this should take place wholly or in part during term-time;
- Or unavoidable travel circumstances, eg late notification of changed flight times.

Illness

If a pupil is ill, we ask parents to contact the relevant Division on the first morning of absence.

Divisional Secretaries will contact home during the morning if no notification has been received. When the pupil returns to school, a note is provided explaining the reason for the absence. This can be sent by email to the tutor.

Remote Learning

Where a pupil cannot attend school for legitimate reasons which are outside of their control (such as enforced self-isolation under government guidance), but are well enough to attend lessons, arrangements can be made for them to attend lessons remotely using appropriate ICT resources.

Approval must be sought and received from the Deputy Head (Academic) in advance of arrangements being required.

Home Visits

The school will, if necessary, arrange a 'home visit' to a pupil's home. This will be undertaken by members of the pastoral team that are known to the child and will take place after communication and arrangement with the parents/carers. The aim of the visit will be to better understand the circumstance surrounding any significant absence and how the school might support the child with strategies for a return to school.

Responsibilities of the School

The school aims to:

- **Expect:** Aspire to high standards of attendance from all pupils and parents and build a culture where pupils want to be in school and ready to learn by prioritising attendance improvement.
- **Monitor:** Rigorously use attendance data to identify patterns of poor attendance as soon as possible.
- **Listen and understand:** When a pattern is spotted, discuss with pupils and parents, listen to and understand barriers to attendance and agree how we can work together to resolve them.
- **Facilitate support:** Remove barriers in school and help pupils and parents to access the support they need to overcome these barriers. This might include an early help or whole family plan where absence is a symptom of wider issues.
- **Formalise support:** Where absence persists and voluntary support is not working or not being engaged with, we should work together to explain the consequences clearly and ensure support is in place to enable families to respond.
- **Enforce:** Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through further external agency intervention.

Attendance reports are run and regularly reviewed by Divisional Principals. This forms a standard item for discussion at meetings of the Pastoral Leadership Group (PLG), where data is analysed and trends identified. Intervention is then implemented in line with the 'Attendance Pyramid' shown as Appendix 1.

Attendance of less than 80%, measured from the start of the academic year, will prompt communication with the family and an assessment of support required to improve

attendance. The school will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, immediately if a single absence raises child protection concerns.

Schools are required to provide attendance returns to the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been recorded as absent for a continuous period of ten school days where their absence has been recorded with one or more of the national attendance codes (G, N, O, and/or U).

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 10 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

A central record is kept of all pupils that meet these metrics.

A pupil of compulsory school age will be deleted from the school roll when the next school is not known but we have been informed that the pupil is leaving King's. The school is required to report these circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

The school will also inform the LEA if a pupil leaves or starts at the school at a 'non-standard transition point'.

The Governing Body recognise the importance of school attendance and receive termly attendance data which is reviewed by the Full Board. Trends and any necessary actions are discussed with the Head of Foundation. Additionally, the Governor with responsibility for Safeguarding will discuss attendance at their regular meetings with the DSL.

Registration Procedures and Protocols

Registration is carried out by the Form Tutor, Class Teacher or nominated member of staff. Registration is carried out in the morning between 8:40am and 9:05am in the morning. In the afternoon, registration is carried out between 2:05pm and 2:30pm (Senior and Sixth Form Divisions) and 1:00pm until 1:25pm (Infant and Junior Division). Registers will be marked in accordance with the DfE Codes set out in Appendix 2. An 'Unauthorised Absence Code' will be followed up until a pupil has been accounted for.

Staff taking pupils out of Registration for an extra-curricular activity or trip will register pupils using the extra-curricular register provided by SOCS - the management system used by the school.

Registration will be followed up by Office Staff where pupils are shown as unauthorised. The process followed is as follows:

Office Staff call the parent to explain to parents that the child has not registered in school. A voicemail is left if the parent does not answer to explain the absence. If the parent does not answer and leaving a voicemail is not possible, then the member of staff will email the parent to inform of the absence.

Pupils marked as present in the morning registration who are not registered as present in the afternoon registration are a serious concern. Every effort will be made to locate a pupil in these circumstances. The Principal and Head of Year/Section will be informed

immediately. Subsequent actions would include:

- Checking timetabled lesson attendance
- Checking with friends to establish if they know of whereabouts
- Calling parents
- Informing the police.

It is the teacher's responsibility to confirm that lesson registration is accurate and complete. Registers must be completed within 25 minutes of the start of each morning or afternoon registration period.

Author: Head of Foundation

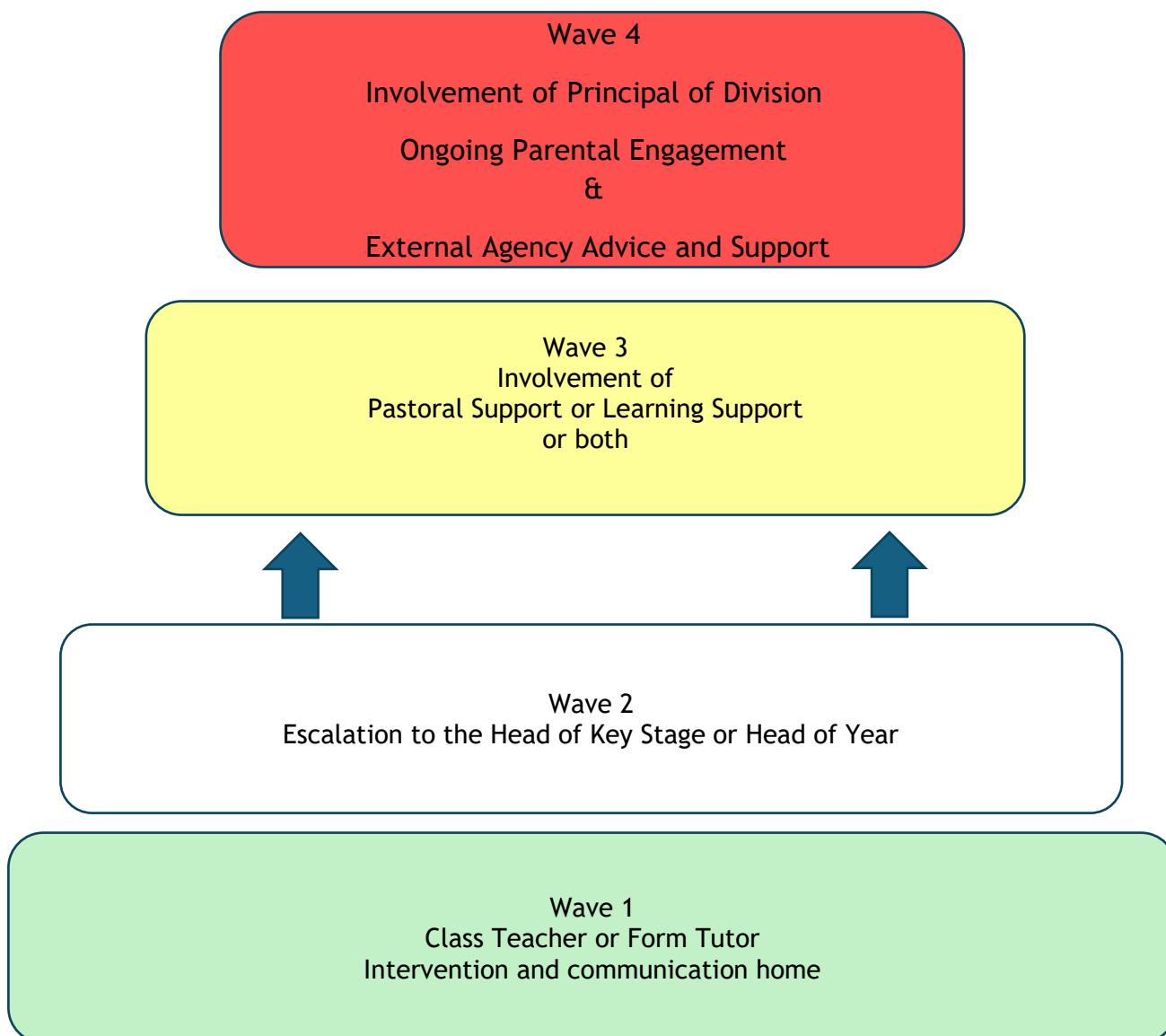
Approved: Governing Body (pending)

Date: April 2025

Review date: June 2026

APPENDIX 1 - Attendance Pyramid and 'waves of Action'

The attendance of pupils, across the King's Foundation, is monitored on a regular basis. Fortnightly reports are run, and attendance is a standing item, alongside safeguarding, on the weekly Pastoral Leadership meeting agenda. If trends are identified, various courses of action can be taken with ongoing parental communication.



APPENDIX 2 DFE Codes

Present Codes

/\	Present - / - AM, \ - PM
B - Off-site activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. Use code V in most instances
D - Dual Registered	Only used in exceptional circumstances, advised by SMT
L - Late Arrival	Late arrival in school before the registration period is closed
P - Approved Sporting Activity	This code should only be used for sporting activities run by the school off-site. Private/personal arrangements for off-site activities must be recorded as authorised absence.
V - Educational Visit or Trip	Used for school trips and off-site activities when the pupils are supervised
W - Work Experience	Provided under arrangements made by the school as part of the pupil's education
K - Local Authority	Attending education provision arranged by the local authority. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority

Authorised Absence Codes - these codes are used when the school has given approval for the ~~code~~ in advance or has accepted an explanation.

I - Illness	Illness (not medical or dental appointment)
J1 - Interview/Open Day	Interviews with employers or a visit to another educational establishment
M - Medical/Dental appointments	Leave of absence for the purpose of attending a medical or dental appointment
C - Leave of absence authorised	A leave of absence request should be made in advance to the Principal and will only be granted under exceptional circumstances
C1 - Leave of absence authorised	For the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2 - Leave of absence part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable
E - Excluded	Excluded/suspended
H - Holiday (agreed)	Holidays requested in term-time. A request in writing to the Principal
R - Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
S - Study Leave	Only to be used for study leave prior to the Summer Public exams - not for mock exams
T - Parent travelling	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them

Unauthorised Absence Codes

G - Family holiday (not agreed)	If a previous request has not been made to the Principal and agreed
N - No reason for absence provided	If this code is used for any reason, this must be followed up and a reason for the absence established.
O - Unauthorised absence	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised
U - Arrived in school after registration closed	Use for late arrivals where no valid reason to use the above codes is found.

Other Admin Codes - little reason to use the codes below

Q - Access arrangements	Only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so
X - not required to be in school	Schools can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time
Y1 - Unable to attend due to transport Y2 - Unable to attend due to widespread disruption to travel Y3 - Unable to attend due to part of the school premises being closed Y4 - Unable to attend due to the whole school site being unexpectedly closed Y5 - Unable to attend as pupil is in criminal justice detention Y6 - Unable to attend in accordance with public health guidance or law Y7 - Unable to attend because of any other unavoidable cause	Please refer to Working together to improve school attendance August 2024 .
Z - prospective pupil not on admissions register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens
# - planned or partial closure	Whole school closures that are known and planned in advance such as: days between terms; half-terms, etc.