



Windsor Academy Trust
Kingswinford Academy

Attendance Policy (SECONDARY)	
Responsible Committee:	Windsor Academy Trust Board of Directors
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1. How have we written this policy?

This attendance policy is primarily for families to help them understand how we approach attendance at Kingswinford Academy. Therefore, we have written this policy **with** a group of parents to make sure that it is as clear and helpful as it can be.

2. Attendance is important

Attendance at school is deeply important. If students are not in school, they cannot participate in all of the valuable opportunities school can offer. Developing academically is, of course, important, but being a part of our school community and developing personal potential is an equally important part of a thriving student's experience at school.

Therefore, we will:

- work consistently to make school an irresistible place to be;
- listen to students and their families, building strong relationships;
- look at students' attendance very carefully;
- reward and recognise excellent attendance and improvements in attendance;
- make sure that families have the support they need to promote excellent attendance and punctuality;
- support students and their families to reduce absence from school.

At Kingswinford Academy Mrs Emma Dodds is the senior member of staff responsible for the overall strategies for promoting regular, punctual attendance in school.

3. What is the process for attendance?

Each day, we take a register of those students who are present. We also note those who are absent and note down students who are late and why they were late. We use a range of 'codes' so that we can keep careful records of attendance and reasons for absence. You can see the different codes we use at the end of this policy.

If we haven't heard from a family whose child is absent, we will give you a call to check in. If we can't get in touch, we will try to leave you a message.

Where we don't have an explanation for an absence and/or a student remains absent, we will call each day and we may make a home visit. We might also ask you to come into school to discuss ways we could help with school attendance. In some cases, we will need to involve other agencies to check if a student is safe, or we may involve an education welfare officer.

We always look carefully at each student's attendance. If we see any patterns of absence emerging, we will contact you to see if we can help.

Because attendance at school is so important, it is a parent's legal responsibility to ensure that their child regularly attends school. Therefore, in exceptional circumstances, we might need to work with other agencies such as the Local Authority to take legal action to ensure regular attendance. This is relatively rare, and we will try to work with students, families before things get to this stage.

We will reward and recognise excellent and improving attendance.

Students will be awarded house points each week by their form tutor if they have 100% attendance that week.

Each half term students are again awarded house points for most improved attendance and attendance above 97%.

House points may also be awarded for Learner and Character virtues as staff see fit.

Students have the opportunity to "spend" their house points at the Reward Shop where they can be exchanged for treats, stationary and house badges. In addition to this each term a reward will be offered to all students above 97% attendance **and** the students who have improved their attendance the most in the second half term compared to the first half term.

4. How can families help?

We are here to support families so that students have good attendance and punctuality. Families' should support with the following three key areas:

Regular attendance

Regular attendance is very important to a student's personal and academic development. Families can help with regular attendance by having holidays during the school holidays only, by booking medical and other appointments outside of the school day where possible, and making sure that if a student is well enough to come to school, they do attend. We encourage students to attend school at least 97% of the time. When a student's attendance drops to 95%, this is the equivalent of being absent for half a day a fortnight. Missing this much school means that a student falls behind in their learning, misses personal development activities and extracurricular activities.

Being on time

Students should arrive on the school site by 8.40am. Registers open at 8.45am. Being on time is important to ensure that the day can start promptly and students are ready for the school day.

The register is open until 9.15am. Students who arrive after 8.50am but before the register closes will be recorded as late. If a student arrives after the register closes, they have to be marked as absent for the morning and/or afternoon session with a "U" code.

Letting school know about absence

We understand there are unforeseen circumstances that may cause a student to be absent. We ask families to support the school by letting us know the reason for any absence straight away. Report a student's absence using either [Studybugs](#) app or online. Parents/carers who wish to discuss an absence may contact reception.

In circumstances where you have advance notice of an absence that cannot be planned outside the school day please let us know as far in advance as possible. To inform us of a planned absence email attendance@kingswinford.windsoracademytrust.org.uk and attach any appointment confirmation letters/cards to the email. In the case where absences are on going, we will require evidence for appointments..

We ask you to ensure a student returns to school immediately after an appointment so they miss the minimum time possible in circumstances where an appointment has not been made outside the school day.

There are very limited circumstances in which we are able to authorise an absence during term time. The Headteacher may grant a leave of absence to students during term time if they consider the absence to be for 'exceptional circumstances'. Each application is considered on an individual basis. Please collect a Leave of Absence request form from Reception. Alternatively you may complete a [Google form](#) which can also be found on our website.

Talk to us

We know that sometimes, school attendance can be difficult for students. We are here to help. If attendance is starting to be problematic, please contact the school office and ask to speak to your child's Tutor in the first instance. We will work with you to overcome any barriers.

There are others in school that can help, too. The school Attendance Officer, Mrs Castells (mcastells@kingswinford.windsoracademytrust.org.uk), Mrs Harrold, Head of House for Neon (hharrold@kingswinford.windsoracademytrust.org.uk), Mr Parsons, Head of House for Helium (aparsons@kingswinford.windsoracademytrust.org.uk), Mr Hanson, Head of House for Argon (rhanson@kingswinford.windsoracademytrust.org.uk), Mrs Hanson, Head of House for Krypton (chanson@kingswinford.windsoracademytrust.org.uk) and Miss Rose, SLT Associate for Attendance (srose@kingswinford.windsoracademytrust.org.uk).

5. Supporting students and families if attendance becomes a problem

We want to work in partnership with students and their families to promote good attendance. Therefore, we will keep a close eye on attendance so that we can help where necessary.

97-100% Missing 5 to 6 days out of 190 school days.	The Green Zone	When a student's attendance is in this zone, this is ideal. Students are benefiting from the full range of opportunities school has to offer.
93-96.9% Missing 5 to 13 days out of 190 school days.	The Yellow Zone Emerging concerns	When a student's attendance is in this zone we will begin to monitor attendance patterns. This way, we can get in touch with you to see if any support is needed. Families may receive a call from a student's Form Tutor to see if we can offer support with punctuality and/or attendance.
90-92.9% Missing 13 to 19 days out of 190 school days.	The Amber Zone Concerns	When a student's attendance is in this zone, the Head of House may get in touch with families to let them know. We will ask if there is any help that can be offered because we know that there is a real risk of a student falling significantly behind and missing out on important opportunities. The Head of House may speak to the student to ascertain any barriers that are affecting punctuality and/or attendance.
80-89.9% Missing 19 to 38 days out of 190 school days.	The Pink Zone Significant concerns	When a student's attendance is below 90%, this is classified as 'persistently absent'. This is a real worry. We will ask families and students to have a discussion with us and to make a plan to improve attendance quickly to get back on track.
60-79.9% Missing 38 to 76 days out of 190 school days.	The Red Zone Serious concerns	Between 60% and 80% a student will still be classified as 'Persistently Absent' however we will be working hard to help a student attend school and families may receive a formal reminder of their responsibilities to the student and the Law.
Below 60% Missing more than 76 days out of 190 school days.	The Maroon Zone Serious concerns	Below 60% attendance a student will be classified as 'Severely Absent' and this will mean that someone from school will visit the family home regularly to encourage a student to attend school. A family may be prosecuted and a student's education will be severely impeded.

There is a range of attendance support available from school. Please see Appendix 2 for the attendance protocol within school.

There is also a range of support available from other organisations which we can signpost for you and sometimes refer you to.

Extra information

A: Roles and responsibilities

Attendance is so important that everyone at the Trust and the school has a role to play. This includes:

1. Students
2. Families
3. Adults in schools including
 - a. Teachers
 - b. Pastoral staff
 - c. Attendance leaders
 - d. The senior member of staff responsible for attendance
 - e. Headteachers
4. Other agencies such as the Local Authority
5. Local Academy Advisory Committees
6. The CEO and Director of Education
7. The Trust's Board of Directors

What can students do to make sure attendance is excellent?

Students can make sure attendance is excellent by being ready for school each day. The extent to which students are independent in being ready will depend on their age and development. It can be helpful for students to:

- make a list of what needs to be done each night before school the next day;
- check the list each night to make sure that, for example, uniform is ready, iPads are charged and homework is completed;
- speak to a trusted adult in school as soon as there is a problem, especially if something makes school uncomfortable or feel unsafe;
- work with adults in school to give an understanding if attendance issues arise.

What can families do to make sure attendance is excellent?

Families play a very important role in making sure that attendance is excellent. They can help by:

- Promoting regular attendance at home, not taking holidays during school time, booking medical appointments outside of school time, whenever possible and getting students to school for part of the day when school is missed because of an appointment
- Helping students to be on time
- Letting school know about absence as soon as possible
- Talking to school about any issue that arises to enable the right people to help.

What is the role of the class teacher?

The class teacher is the first point of contact for most students and their families. The class teacher will build up a good relationship with all students and families.

Teachers can help to promote good attendance by:

- taking accurate registers;
- noticing patterns of absence and sharing these patterns with families, pastoral leaders and others in school as relevant;
- working with families to understand these patterns;
- working with pastoral staff when attendance is in the amber or red zones to make action plans to improve attendance
- welcoming students back after an absence.
- working with pastoral staff to help students to catch up after long-term absence.

What is the role of pastoral staff?

Heads of House have a responsibility to:

- monitor and improve attendance of the House and quality assure any actions completed by Form Tutors.
- identify barriers, communicate with parent/carer and discuss reintegration plans where necessary for students with attendance of 93.9% and below.

- provide specific support for Persistently Absent (PA) and Severely Absent (SA) students.

What is the role of attendance leaders?

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to Mrs Dodds and the Headteacher
- Works with Heads of House to tackle persistent absence
- Arranges calls and meetings with families to discuss attendance issues, including unannounced home visits
- Advises Mrs Dodds and the Headteacher when to issue fixed penalty notices.

What is the role of the senior member of staff responsible for attendance?

The senior member of staff for attendance is responsible for the overall strategy for attendance. This includes:

- making sure that everyone plays their role in attendance;
- the data sharing strategy;
- the listening strategy;
- the mental health and well-being strategy;
- the overall family partnership strategy;
- drawing together the half-termly attendance review;
- sharing the review with all staff;
- making sure that communication with families is effective, especially relating to student illness;
- making sure that all students in the 'Amber Zone' have home contact and monitoring;
- making sure that all students in the 'Red Zone' have family meetings and attendance action plans;
- making sure that interventions to improve attendance are put in place;
- making sure that action plans and interventions are reviewed and adapted as necessary
- making sure that the 'local offer' map is complete and kept up-to-date;
- making sure that attendance coding is accurate and consistent;
- advising the headteacher on fining and legal action where necessary.

What is the role of the headteacher?

The headteacher is pivotal in making attendance a key priority for everyone. Headteachers will:

- make sure that attendance policies are implemented well, and everyone knows their role
- look at attendance daily and make sure that everyone involved is playing their part well, especially the senior leader for attendance.
- make decisions around authorising term time holidays only in exceptional circumstances, fines and legal routes to secure good attendance when this is needed.

What is the role of Local Advisory Bodies?

- Local Advisory Bodies will promote the importance of attendance through all of the work they do.
- They will receive a report at each meeting showing how attendance is going and what is being done to improve it.

What is the role of the CEO and Director of Education?

Attendance is a top priority for everyone. Therefore, senior trust leaders will:

- maintain an ongoing focus on attendance across the family;
- support school leaders to identify and break down barriers to good attendance;
- ensure that the right resource and training are put in place so that adults in school can effectively promote good attendance;
- support with school-level communications;
- share data and insights with the relevant committee and the board of trustees.

What is the role of the Trust's Board of Directors?

- receive an overview of attendance from the chair of the performance and standards committee;
- offer support and challenge around attendance, seeing it as a key priority for the family as a whole.

B: Local support for attendance

In the first instance a student's Form Tutor may call home to offer support when absence occurs that results in students' attendance declining into the Yellow Zone (see section 5). Where attendance does not improve, Heads of House and the attendance officer will offer further support and will communicate frequently with families to improve the outcomes for the child. If appropriate, we can make a referral to the Child and Adolescent Mental Health Service (CAHMS) or support you to speak to your doctor about barriers to attendance. In addition, there is a range of local services and organisations who can also help, please refer to our [Early Help](#) document on our website.

C: Authorised and unauthorised absence

The Headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'.

The headteacher will consider each application for term-time absence individually. Any request should be submitted as soon as it is anticipated and, where possible, at least eight weeks before the absence. Families should use the leave of absence request form Please collect a Leave of Absence request form from Reception. Alternatively you may complete a [Google form](#) which can also be found on our website. The Headteacher may need evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include

- Illness (including mental illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's family belongs. If necessary, the school will seek advice from the family's religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision.

D: Legal sanctions

We would much rather approach attendance problems by talking with students and families. However, the school, local authority and police can fine a parent/carer for unauthorised absences of a child from school, where the child is of compulsory school age. **Headteachers are likely to issue fines for term time holidays, except in exceptional circumstances.**

If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year;
- one-off instances of irregular attendance, such as holidays taken in term time without permission;
- where an excluded student is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

E: Keeping and maintaining attendance registers

We will keep an attendance register, and place all students onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For students of compulsory school age, Whether an absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Students should arrive in school by 8.40am each school day. The register for the first session will be taken at 8.45am and will be kept open until 9.15am. The register for the second session will be taken at 12.05pm and will be kept open until 12.35pm.

F: Attendance monitoring

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Identify students who are persistently absent (absent for more than 10% of the time) and those who are severely absent (absent for more than 50% of the time)
- Support students, families where there is persistent and severe absence to access the support they need to improve attendance.

All staff continuously ensure there are positive interactions with all students regarding attendance matters.

Reception will signpost all absence reporting to Study Bugs for families and accurately record students arriving from 9am after the gates close.

Tutors will spend time monitoring attendance of the Tutor Group and provide early intervention to support students who fall below 96% attendance.

Heads of House will monitor and endeavor to improve attendance of the House and quality assure the actions completed by Tutors.

Heads of House will also provide specific support for Persistently Absent (PA) and Severely Absent (SA) students.

The Attendance Officer will track, monitor, provide data, lead on positive attendance to school and manage links with outside agencies when necessary.

DSL / Designated CLA will oversee attendance matters for vulnerable students.

SENDCo will oversee attendance for SEND students.

Deputy Headteacher will promote good attendance across the whole school, ensuring it is at or above national levels.

Headteacher will ensure all strategies are in place to continuously drive and improve attendance to school.

In situations where attendance does not improve, the school will request a meeting with the student and family before Stage 1 letters are issued.

Please see Appendix 2: Attendance Protocol.

G: Links with other policies, legislation and guidance

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

H: How will we monitor the effectiveness of this policy?

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Windsor Academy Trust's Performance and Standards Committee.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	student is present at morning registration
\	Present (pm)	student is present at afternoon registration
L	Late arrival	student arrives late before register has closed
B	Off-site educational activity	student is at a supervised off-site educational activity approved by the school
D	Dual registered	student is attending a session at another setting where they are also registered
J	Interview	student has an interview with a prospective employer/educational establishment
P	Sporting activity	student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	student is on an educational visit/trip organised, or approved, by the school
W	Work experience	student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	student has been granted a leave of absence due to exceptional circumstances
E	Excluded	student has been excluded but no alternative provision has been made
H	Authorised holiday	student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness

M	Medical/dental appointment	student is at a medical or dental appointment
R	Religious observance	student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	student from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	student is on a holiday that was not approved by the school
N	Reason not provided	student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Attendance Protocol

