



# ATTENDANCE POLICY

The ELKOLET Centre, Mill Lane, Alton, GU34 1BD

T: 01420 86980 W: [www.elkolet.com](http://www.elkolet.com)

E: [info@elkolet.com](mailto:info@elkolet.com)

Reviewer	Paula Knowles
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## 1. Purpose of Policy

It is the aim of The King's Way that pupils should enjoy learning, experience success, and realise their full potential. Not only from an academic standpoint, but from a social, emotional and mental health perspective as well. All of our students are not suited to mainstream education, some may be school refusers, therefore, every student at TKW gets bespoke support to increase and maintain their attendance.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning and their mental health.

Good attendance is important because:

- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and peer relationships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between school and higher education, employment or training.

## 2. Promoting good attendance and punctuality

The foundation for good attendance is a strong partnership between TKW, the Commissioning School/Agency, parents/guardians and the students.

To help all parties achieve good attendance and punctuality, TKW will:

- Report to parents/guardians on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- Provide support for parents/guardians and students to help improve attendance
- Celebrate hitting attendance and punctuality targets

## 3. Responsibilities

### Responsibilities of the TKW's Attendance Officer

- Ensure that attendance is both recorded accurately and analysed.
- Ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- If absence is frequent or continuous, except where a child is clearly unwell, the attendance officer will sensitively raise the issue parent/guardian to ascertain reasons for their child's absence and will encourage them to keep absences to a minimum. The attendance officer

may involve the DSL should the student continue to miss school and a new intervention plan put in place.

#### Responsibilities of TKW Staff:

- Ensure that all students are registered accurately
- Promote & reward good attendance at all appropriate opportunities.
- Liaise with the DSL on matters of attendance and punctuality and
- Communicate any concerns or underlying problems that may account for a child's absence.

#### Responsibilities of Students:

- Attend every day unless they are ill or have an authorised absence.
- Arrive to TKW on time.
- Go to all their lessons on time.

#### Responsibilities of Parents and Carers:

Ensuring your child's regular attendance at school is a parent/carers legal responsibility (section of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law. However, at TKW, we understand that for many of our students, attending school is difficult and causes issues at home. Therefore, TKW commits to working closely with parents/guardians to support them and put in place process to help their child attend.

Parents will:

- Inform the TKW of absence, if their child is meant to be at the provision.
- Discuss with the DSL any planned absences well in advance.
- Make sure that any absence is clearly accounted for by phone or text on the first and subsequent days of absence, or by letter if a phone is unavailable.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request for leave of absence if it is for an exceptional circumstance

#### Responsibility of Commissioner

The responsibility to contact TKW for the daily attendance of a student lies with the Commissioner. TKW will work closely with the Commissioner to ensure that all students are accounted for and that absences are followed up on swiftly.

The Commissioner will

- Check daily with TKW to check the attendance of their student at TKW.
- Have day to day oversight of all attendance matters
- Work alongside TKW with students, their families who are at risk of becoming persistently absent or late

- Ensure that records of attendance of their students attending TKW are complete and accurate
- Take responsibility for preparing case files and other paperwork for attendance interventions such as Penalty Notices and referrals to the County's Attendance Litigation Panel

## 4. Recording Attendance

To ensure that every student is accounted for, attendance will be taken at the start of their day, and after any breaks.

Attendance records are legal documents. TKW will ensure compliance with attendance regulations by keeping attendance records for at least three years. Registers will be stored securely online.

## 5. Reasons for Absence

### Illness

Genuine illness constitutes an authorised absence. It should always be supported by a note from parents. Long term absences should be investigated, and confirmation of illness sought through a medical certificate. If a student is absent for a prolonged period or TKW notices a pattern of absence emerging, parents should be involved, alongside the Commissioner, to discuss the problems.

### Caring For Family

Here we should apply our discretion as to whether or not we grant leave of absence. Children should not be allowed to habitually take on responsibilities in the home at expense of schooling. Where circumstances are exceptional and genuine, consideration should be given to authorising leave until other arrangements can be made. A time limit for the absence should be set.

### Special Occasions

TKW will exercise its discretion, in conjunction with the Commissioner, as to whether or not to grant leave. Only truly exceptional circumstances should be sanctioned (Birthdays are NOT considered to be a special occasion).

In considering individual cases TKW will have regard for the following:

- the nature of the event
- its frequency (i.e. whether or not the event is a one-off)
- whether advance notice was given
- to overall pattern of attendance for the child

### Family Bereavement

TKW will respond sensitively to request for leave of absence. Where, however, the student is absent for more than the agreed period, early contact should be made with the family and the Commissioner.

### Work Experience

If a student is found, during the period of work experience, to be absent from the work experience location without a good reason, the absence should be treated as unauthorised.

### Study Leave

Where this is granted, either by TKW or the Commissioner, it constitutes an authorised absence.

### Appointments- Medical & Dental

These are discouraged in school time. Students are expected to return promptly to the school and resume studies on completion of the appointment. If a student fails to return from an appointment without adequate explanation, the absence should be treated as unauthorised.

### Religious Festivals

Students are allowed leave for a day set aside for a religious observance. Application for more than one day must be made in writing in advance otherwise the absence will be regarded as unauthorised.

### Holidays In Term Time

As TKW is not the full time provider of a students education, holidays within term time must be requested to the Commissioner.

### Extended Holidays

As TKW is not the full time provider of a students education, extended holidays must be requested to the Commissioner.

## 6. Additional General Guidance for Parents

### What can I do to encourage my child to attend school?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers, and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give into pressure to excuse them from not attending. This gives the impression that attendance does not matter and may make things worse.

Speak with your designated contact and openly discuss your worries. Your child could be avoiding school for a number of reasons- difficulties with school work, friendship issues, or family difficulties. It is important that we identify the reason for your child's reluctance and work together to tackle the problem.

### My child is trying to avoid coming to school. What should I do?

Make sure your child gets enough sleep and gets up in plenty of time in the morning. Ensure that your child leaves home in plenty of time, with book bag, water bottle and, if necessary, a packed lunch. Show your child, by your interest, that you value his/her education- be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch! A child attending an AP for the first time may be daunting at first for both of you, but consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

### Leavers

If your child is leaving TKW, other than when transferring back to the commissioning school or to another school, parents are asked to give TKW and the commissioner comprehensive information about their plans, including any date of a move, new address and telephone numbers, details of their child's new school and the start date when this is known. A form should be available in the commissioning school's office. If children leave and the above information is not provided, then your child is considered to be a child missing in education. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By providing us and the Commissioner with all the above information these investigations can be avoided.

### Absence through child participation in public performances, including theatre, film or television work and modelling

Parents/carers of a child performer can seek leave of absence from the commissioning school for their child to take part in a performance. They must contact the head teacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the head teacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

### Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from their commissioning school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the head teacher's discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the head teacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.