

KIRKHAM GRAMMAR SCHOOL

POLICY DOCUMENT

ATTENDANCE

This policy applies to Kirkham Grammar Senior School (KGS) only

Policy number: 6	Date last reviewed: November 2023	Next review: November 2026
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OBJECTIVES

Every child of compulsory school age, who is a registered pupil of a school, must attend regularly.

A high level of attendance and punctuality is essential if pupils are to benefit from the educational opportunities available to them and achieve their full potential. Regular attendance and punctuality help prepare pupils for the responsibilities of adult life and for the work place.

This policy is supported by school policies on Safeguarding, Anti-Bullying and Behaviour and Sanctions. The procedures outlined in this policy are to be undertaken with regard to the statutory guidance "Children Missing Education" Aug 2024, and "Working together to improve school attendance" 2024.

LEGAL FRAMEWORK

The Education Act 1996 states that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –

- a) to his age, ability and aptitude, and
- b) to any special educational needs he may have, either by regular attendance at school or otherwise

A person begins to be of compulsory school age –

- a) when he attains the age of five, if he attains that age on a prescribed day, and
- b) otherwise at the beginning of the prescribed day next following his attaining that age.

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year –

- a) If he attains the age of 16 after that day but before the beginning of the school year next following,
- b) If he attains that age on that day, or
- c) (unless para (a) applies) if that day is the school leaving date next following his attaining that age.

The law requires all schools including independent schools to have an admission register and an attendance register. All pupils (regardless of their age) must be placed on both registers.

AIMS

This policy aims to:

- Maintain and encourage the existing high level of attendance;
- Promote high levels of punctuality;
- Reduce further the numbers of authorised absences.

PRINCIPLES

If the school's aims are being successfully met, pupils should want to attend regularly. To achieve these aims the Attendance Policy is based upon the following principles:

- All parents/carers are aware of their responsibility to send their children to school on time and to provide reasons for absence or persistent lateness;
- Pupils are aware of what is expected of them;
- Electronic registers are taken twice daily by the form tutor at the beginning of each morning and afternoon session (see Appendix D for guidance). Subject staff take an electronic register at the start of each lesson;
- Registers are accurate and personal details are kept up to date;
- Staff concerns about absence and/or punctuality are reported to the Pastoral Support for Attendance (PSA);
- Staff, where appropriate, share and update information;
- Those pupils causing concern are monitored and strategies developed;
- Negative issues affecting attendance or punctuality are dealt with appropriately;
- Support is offered to pupils returning to school after extended periods of absence;
- Staff use the procedures for irregular attendance and punctuality consistently and fairly.

GUIDELINES

Parents/guardians are expected to:

- Make sure their child attends every day on time;

- Use the ParentApp or call the school to report their child's absence before 8.30 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return;
- Provide the school with more than 1 emergency contact number for their child;
- Ensure that, where possible, appointments for their child are made outside of the school day;
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Wadeson, the Attendance Officer, who can be contacted by email or telephoning the school;

Pupils should want to attend school if the school's aims are being successfully implemented and should be encouraged to be punctual. They must be made aware of the possible consequences of irregular attendance and unpunctuality. Any sanctions must be applied consistently and fairly.

PROCEDURES

It should be noted that only the school can authorise absence. Authorised absence is when a pupil is absent from school and a message is left on the absence line or by email on the day of absence.

If appropriate, staff should follow the school's safeguarding policies and procedures for pupils who go missing from education, particularly on repeat occasions. Wherever there is a suspicion of possible abuse, neglect or radicalisation, staff will inform the DSL (see policy no.9)

The school will inform the local authority (where the pupil is resident) where a pupil's name is going to be deleted from the admission register on the following grounds:

- when the pupil has been taken out of school to be home educated,
- when the family has apparently moved away when the pupil has been certified as medically unfit to attend,
- when the pupil is in custody for more than four months, or has been permanently excluded.

The duty arises as soon as the grounds for deletion are met and in any event before deleting the pupil's name in accordance with Regulation 8(1) (d), (e), (g), (i) and (m) and Regulation 12(3) of the Education (Pupil Registration) (England) Regulations 2006 and KCSIE 2016.

Kirkham Grammar School's procedures for monitoring and encouraging pupils' attendance and punctuality are as follows:

- Parents/carers must be informed through Headmaster's notes to new pupils of their responsibilities to ensure that all pupils arrive on time.

- All registers are marked twice daily, by the Form Tutor, at the start of the morning and the afternoon sessions. Subject staff also take an electronic register at the start of every lesson. They are marked accurately and fully with a code for every pupil (see Appendix B).
- Codes should be entered if a pupil is absent.
- Curriculum activity (CA) should be entered if a pupil is absent for a music or LAMDA lesson for any part of the lesson, ie if the pupil leaves or arrives part way through the lesson. If a pupil leaves for an appointment (M) or sporting activity (P) existing codes will be used to record this.
- If a pupil is missing a lesson for counselling (CA) or learning support (LS) these will be inputted by the Learning Support Department or the PSA.
- Subject staff will take the register at the start of the lesson and amend it at the end if a pupil has arrived or left part way through a lesson.
- If a pupil has a music or LAMDA lesson at the start of the lesson, they should go to their academic lesson first to register before leaving for their curriculum activity.
- If a pupil has a music or LAMDA lesson which means they arrive part way through a lesson, they should have a card signed from their teacher saying where they have been.
- If a pupil is absent from a lesson but has been present in the previous lesson, the pupil's name should be sent to the PSA (via email) before the end of the lesson to check the pupil's whereabouts.
- Registration:

A pupil arriving in school after registration must report to School Reception and enter their name on the Late List. He/she must then go to form tutorials or assembly, as appropriate, at the end of which they move off to lesson one. The School Receptionist must amend the registers accordingly. If the arrival is after 9.30 am the register will not be amended and an absence will be recorded until an email of explanation has been received or a call to the PSA has been made.

A pupil who for any reason does not register with their Form Tutor must report to School Reception and enter their name in the signing in file. The School Receptionist must then place an L mark in the register concerned and place a tick against each name on the Late List to show that it has been duly processed. 'Late List' information is retained for one academic year.

- If a pupil is absent/going to be late (arrive in school after 9.30 am), a parent/carer must inform the school via the absence reporting line or dedicated email address, by 9.30 am on the day of absence. The PSA will then amend the electronic register accordingly with a brief explanation for the reason of absence.

- If a pupil is absent without notification by parent/carer, the PSA will contact home and amend the register accordingly once the reason for absence has been established.
- Boarding House staff must notify the PSA by 9.30 am if any pupils are absent from school. The PSA will amend the register accordingly.

The PSA will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and
- Identify the correct code to use before entering it on to iSAMS.
- Failure to be punctual or irregular attendance must be taken up with parents/carers by the Form Tutor in the first instance.
- If the problems persist, or regular patterns of absence or lateness are noted, the matter must be referred to the PSA who contacts parents/carers to discuss the problems relating to punctuality and/or attendance. During discussions, any negative issues which may affect attendance, such as bullying, must be addressed and strategies developed.
- The PSA must refer any pupils whose attendance and/or punctuality are causing concern to the HOY and Deputy Head (Pastoral).
- After a long period of absence the HOD/HOY and Form Tutor, with the help of subject staff, must help the pupil to adjust to the normal routine of school life.
- Long term absences for illness, medical or other reasons, necessitate the Form Tutor and HOD/HOY arranging for work to be sent home, subject to the pupil's fitness to work.
- Authorisation for absence/holidays during the academic year must be made in writing to the Headmaster for consideration and approval in advance.

MEDICAL APPOINTMENTS

- Medical appointments must be reported on the absence reporting line or email address if the pupil is arriving after 9.30 am.

APPROVED EDUCATIONAL ACTIVITY

- Field Days, School Trips home or abroad, Sports Fixtures, etc are deemed "approved educational activities", and teaching staff will ensure that work is provided through Google Classrooms for pupils to complete upon return.

UNAUTHORISED ABSENCE

The Head will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Head will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad;
- Attending an interview;
- Study leave;
- A temporary, time-limited part-time timetable;
- Exceptional circumstances;

A leave of absence is granted at the Head's discretion, including the length of time the pupil is authorised to be absent for.

- Where a pupil is absent from school without explanation or an unacceptable reason is given this is classed as an unauthorised absence.
- If a pupil truants from school or leaves school without permission, this is regarded as an extremely serious matter. It may take up a great deal of staff time and it may be necessary to inform the police that a pupil is missing. This is a matter both of discipline and personal safety.
- Under no circumstances should pupils leave school without permission from the school and without signing out.
- The HOD/HOY must report any act of truancy to parents/carers and any pupil found truanting will be liable to school sanctions such as detentions. Unacceptable reasons for absence will be dealt with by the Deputy Head (Pastoral) in the first instance. However, the Headmaster must be kept informed and may choose to become involved if the case is a serious one.
- The Deputy Head (Pastoral) will monitor unauthorised absence, particularly where pupils go missing on repeated occasions (Appendix A).
- Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps (calling home, letters home, contact sibling's school(s), contact any service known to be involved with the pupil/family) have been taken to establish their whereabouts without success, the school will refer to the Fylde and Wyre Children Missing Education Team. The team can be contacted on 01772 531383.

ARRIVING AT/LEAVING SCHOOL DURING THE DAY

- Whenever a pupil arrives after 9.15 am they must report to School Reception and complete the required details in the Signing-In book.
- Any pupil who leaves school before 4.00 pm must report to School Reception with a letter from parents/carers detailing the absence (countersigned by Form Tutor) and complete the required details in the Signing-Out book.

In the case of illness:

- If a pupil becomes ill during the school day s/he must ask for permission from a member of staff to go to the Medical Centre, and if necessary, parents/carers will be contacted by the Surgery Managers or a senior member of staff for the pupil to go home. **Pupils must never contact parents/carers directly to make arrangements to go home.** Surgery Managers/senior members of staff fill in the appropriate form and send this to the School Office where the pupil's absence can be amended on iSAMS by office staff, with an attachment note that the pupil has been sent home.

SWIMMING

- Pupils who go swimming meet in the agreed on-site location and are registered by the PE teacher in charge. Before pupils leave the premises paperwork is sent straight to the School Office.

CHOIR PRACTICE

- Pupils must register with their form tutor before attending choir practice.

GAMES

- Names of all pupils taking part in competitive matches during the school day, and therefore unavailable for afternoon registration, should be given in advance to the PSA who will amend the register accordingly. A list should be provided for the PSA the day before or, at the very latest, on the morning of the match. A list should also be displayed on the Absent Pupils Board in the Staff Common Room.

GOOD ATTENDANCE

- Generally Form Tutors should praise improvement in a pupil's attendance/punctuality.
- If deemed appropriate, a pupil's attendance and punctuality record should be commented upon on their end of term school report.

REGISTRATION AND ATTENDANCE IN THE SIXTH FORM

Additional arrangements apply to the Sixth Form. They are as follows:

Registration

Pupils must register with the Tutor each day, at 8.50 am. If a pupil is too late for registration, then they must sign in at School Reception on arrival. Registration will also be taken in every lesson which is monitored by the Head of Sixth Form.

Pupils should not be used routinely as cover for Form Tutors but Tutors should appoint two reliable members of the group, whose job should be to fetch the folder in the event of the Tutor's absence and fill in the paper register before returning it to Reception. The register should be checked on the Tutor's return.

Attendance

If pupils have no lessons after 2.00 pm they can seek permission from the Head of Sixth Form to leave the premises for the remainder of the day. This will be at the Head of Sixth Form's discretion.

If a pupil is absent from school for more than 24 hours, then either the pupil or a parent/carer should telephone the school to explain the absence, asking for the information to be forwarded to the Form Tutor.

A pupil's absence from school through *illness*, must be reported on the absence reporting line or email address or the Form Tutor should be given a note from the parent/carer explaining the reason for the absence upon returning to school.

A pupil wishing to be absent from school for any reason, should inform the form tutor at the earliest opportunity. Only the Headmaster can grant permission for holidays in term time.

Pupils wishing to sign out, during a free period or break, may do so by signing out and back in at School Reception. This privilege is intended to be used for short local errands only, (for example, to local shops) and may be withdrawn if abused.

Kirkham Grammar School

Registered Charity No: 1123869 and Registered Company No: 6195985

KEEPING CHILDREN SAFE IN EDUCATION

Pupils' attendance will be monitored by Heads of Year/Deputy Head (Pastoral) through the daily register. Pupils failing to attend school regularly or missing 10 days or more without authorisation will be reported to the Local Authority.

The school will also notify the LA of any pupils who are placed on/off roll during the school year within 5 days.

The attached forms will be sent to onroll/offroll@lancashire.gov.uk and a record kept on the pupil file. iSAMS will also be updated as a record of this action.

Care Guidance and Support will meet weekly to register any of the above changes regarding Attendance. The Deputy Head (Pastoral) will be responsible for such records.

NOTIFICATION OF ADMISSION TO SCHOOL ROLL

The Education (Pupil Registration) (England) Regulations 2006, as amended requires all schools to notify the local authority when pupils are admitted to the school roll. This notification should be completed and submitted within five days of a pupil's name being added to the admissions register.

Completed forms should be sent by secure email to onroll@lancashire.gov.uk

Notifying Person		Telephone No	
School Name		School No	
Email Address		Date	
Pupil Full Name		Pupil Sex	
Pupil Date of Birth		UPN	
Is the pupil dual registered?	N <input type="checkbox"/>	Y <input type="checkbox"/>	Other School Name
Date Pupil Admitted to Your School Roll			

Please include details of all known parents of the pupil:

Title		Forename		Surname	
Address (including post code)				Does the child normally reside with this parent?	N <input type="checkbox"/> Y <input type="checkbox"/>
Telephone number					
Title		Forename		Surname	
Address (including post code)				Does the child normally reside with this parent?	N <input type="checkbox"/> Y <input type="checkbox"/>
Telephone number					

Please continue on a separate sheet if necessary

If applicable, any known future addresses	
Name of Last School Attended	
Address of Last School Attended	

It is the school's responsibility to ensure that this form is sent securely to onroll@lancashire.gov.uk. If further advice regarding secure email is required schools should check with their Information Governance Manager.

NOTIFICATION OF DELETION FROM SCHOOL ROLL



The Education (Pupil Registration) (England) Regulations 2006, as amended requires all schools to notify the local authority when pupils are deleted from the school roll.

This notification should be completed and submitted as soon as the criteria for removal is met and must be received by the authority before the pupil's name is deleted from roll.

Completed forms should be sent by secure email to offroll@lancashire.gov.uk

Notifying Person		Telephone No	
School Name			School No
Email Address			Date
Pupil Full Name			
Pupil Date of Birth		UPN	
Is the pupil dual registered?	N <input type="checkbox"/>	Y <input type="checkbox"/>	Other School Name
Full Name of any Parent(s) with whom the Pupil Normally Resides			
Address of any Parent(s) with whom the Pupil Normally Resides			
Contact telephone numbers for above parent(s)			
(If applicable) New Pupil Address			
Name of parent(s) with whom the Pupil will reside		Start date at new address	
(If applicable) Name of new school		Start date at new school	
Date the pupil is to be removed from roll (please note Special Schools <u>must</u> obtain consent from the Local Authority before removal)			
Applicable regulation for removal from roll (Education (Pupil Registration) (England) Regulations 2006)			Please indicate which one applies
8(1) (a) the pupil is subject to a school attendance order and the Local Authority has amended the order to name another school or the Local Authority has revoked the order.			<input type="checkbox"/>
8(1) (b) the pupil <u>has been</u> registered at another school and is not to be dual registered (ie school to school transfer and pupil <u>has been confirmed</u> on roll at the new school)			<input type="checkbox"/>
8(1) (c) the pupil was dual registered and <u>written consent has been obtained</u> from the headteacher of the other school for the child to be removed from roll.			<input type="checkbox"/>

8(1) (d) the parent has confirmed in writing that they are electing to home educate the child **A referral must be made via Elective Home Education Team portal site **	<input type="checkbox"/>
8(1) (e) The pupil no longer ordinarily resides at a place which is a reasonable distance from the school at which she/he is registered **if no destination school is confirmed please complete a CME referral**	<input type="checkbox"/>
8(1) (f) the pupil failed to return within 10 school days after a period of authorised leave and the Local Authority and the school cannot locate the pupil. A referral to CME must have been made before removal from roll and time allowed for the team to investigate. Date of CME referral: _____	<input type="checkbox"/>
8(1) (g) the school medical officer has certified that the pupil is unlikely to attend school before they cease to be compulsory school age and there has been no indication from the pupil or parent that they intend to continue into 6 th form provision.	<input type="checkbox"/>
8(1) (h) the pupil has failed to attend school for 20 days (marked unauthorised) and the Local Authority and the school cannot locate the pupil. A referral to CME must have been made before removal from roll and time allowed for the team to investigate. Date of CME referral: _____	<input type="checkbox"/>
8(1) (i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the headteacher does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.	<input type="checkbox"/>
8(1) (j) the pupil has died	<input type="checkbox"/>
8(1) (k) the pupil will cease to be of compulsory school age before the school next meets and will not be remaining at the school	<input type="checkbox"/>
8(1) (l) the child is no longer a pupil at an independent school. **if no destination school is confirmed please complete a CME referral**	<input type="checkbox"/>
8(1) (m) the pupil has been permanently excluded from the school (school has received confirmation from the Local Authority that the pupil may now be removed from roll)	<input type="checkbox"/>
8(1) (n) the pupil was on roll at the school's nursery and when this finished, the pupil did not continue on to another class at the school.	<input type="checkbox"/>
8(1) (o) a pupil is a boarder at a non-independent school where charges payable by the parent have not been paid for the current term by the end of that term.	<input type="checkbox"/>

It is the school's responsibility to ensure that this form is sent securely to offroll@lancashire.gov.uk. If further advice regarding secure email is required schools should check with their Information Governance Manager.

V1 September 2018

A GUIDE TO REGISTRATION CODES

Below are the most frequently used DfE codes available on iSAMS. There are others which we are highly unlikely to use.

/	Present in school during registration	/ = am \ = pm
N	Used in first instance	Out for whole session. Reason not yet known. Update within 5 days after the session.
B	Attending any other approved educational activity	Transition days, courses at college, an activity at another educational institution
C	Other Authorised Circumstance	Use when you have a note which does not fit any other code, eg moving home, bereavement, wedding
CA	Curriculum Activity	LAMDA, music, counselling (on-site), learning support
C1	Regulated Performance	Used for off-site commitments
E	Excluded but no alternative provision made	Use for suspensions and exclusions
F	Extended Family Holiday (Agreed)	Rarely used
G	Family Holiday (Not Agreed)	Use if a term-time holiday has not been sanctioned by HM
H	Family Holiday (Agreed)	Use if a term-time holiday has been sanctioned by HM
I	Illness	Use if absence reporting line memo received or a parental note has been received
J	Interview	Used when school is satisfied that the interview is linked to further education or employment prospects
L	Late	Used if a pupil arrives late and before the register closes (10 minutes after registration finishes)
M	Medical/Dental Appointments	Use for either half-day or full day medical appointments
O	Unauthorised Absence	Only used for absences deemed to be unauthorised by the HM
P	Approved Sporting Activity	Use when a pupil is involved in a supervised out of school sporting activity approved by the school
Q	Unable to attend school due to lack of access arrangements	Any unavoidable cause. Examples include: widespread disruption to travel, part(s) of school closed
R	Religious Observance	Use for Religious Observance with extra days around this, sanctioned by the Head, recorded as C
S	Study Leave	Use for Study Leave for exam groups
V	Educational Visit or Trip	Used for school organised educational visits/trips also used for university open days
W	Work Experience	Only supervised work experience can be counted as an approved educational activity
Z	Prospective pupil not yet on admission register	
#	Planned whole school closure	eg Speech Day

KIRKHAM GRAMMAR SCHOOL

ABSENCE NOTE FROM MEDICAL SUPPORT STAFF

To Headmaster / School Office

Pupil _____ * Day / Boarder Form _____

The above named pupil has been sent to sick bay at _____ owing to feeling unwell

The above named pupil has been sent home at _____ owing to feeling unwell

The above named pupil will be absent from school from _____ to _____ because of a

*dental / medical / opticians appointment at _____

Medical Support Staff _____

Form Tutor

Entered in

Informed

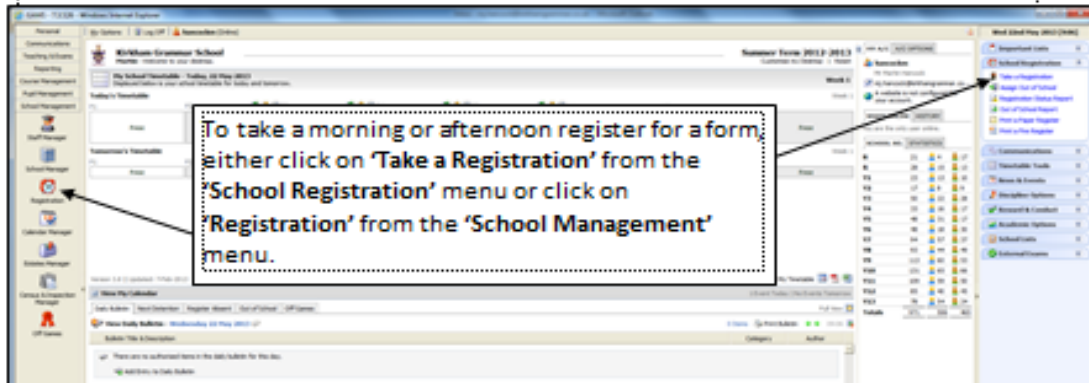
Signing Out Book

Date _____

* Delete as appropriate

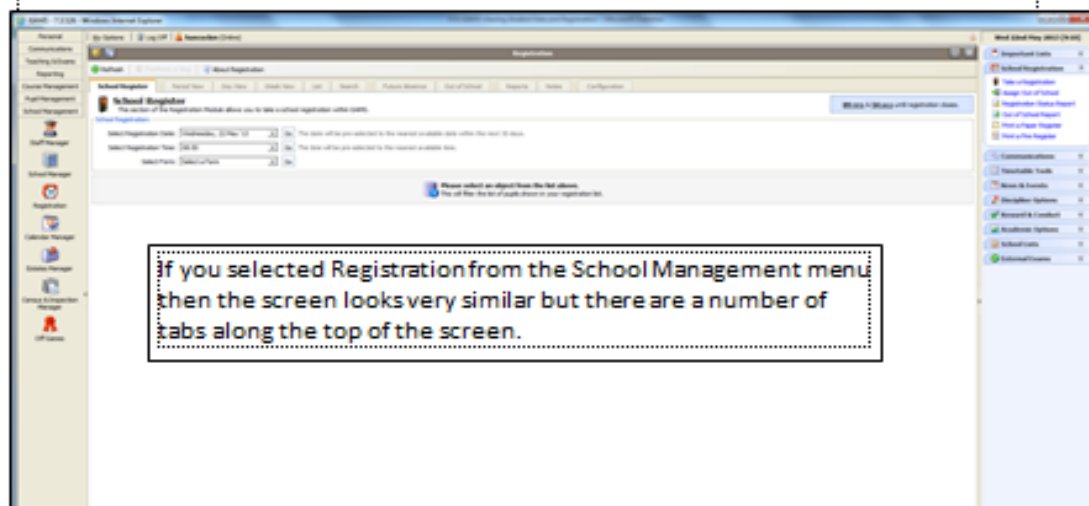
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Page 8 — School Registration (1)



If you are within the 'Registration Open' window the current registration date and time will already be populated in these boxes, all you need to do (if you are not that form's Form Tutor) is select the Form from the drop-down menu. If you are outside the registration time you will need to choose the date and time as well.

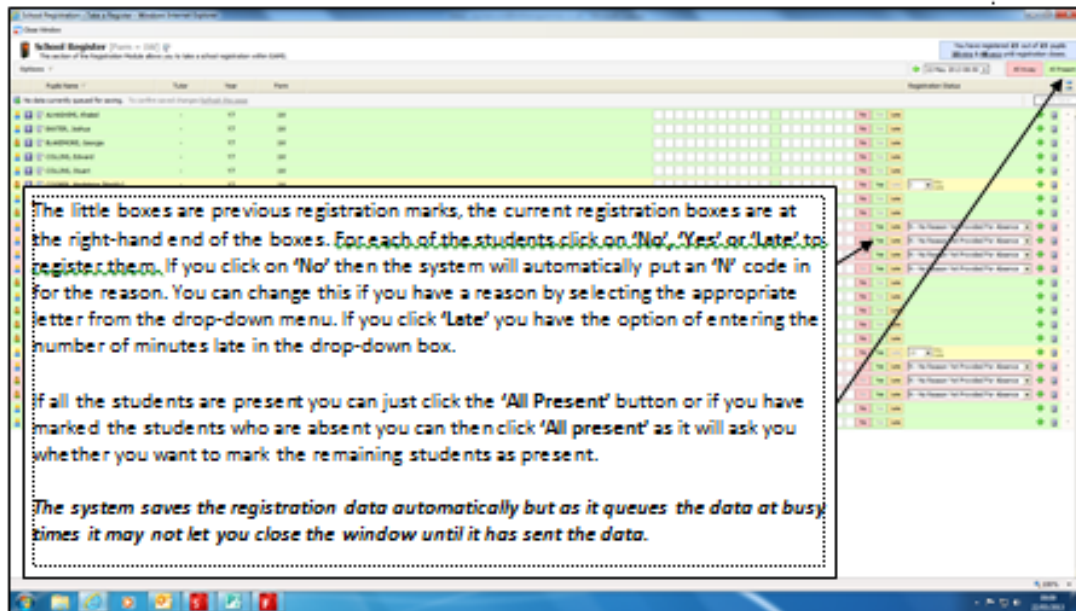
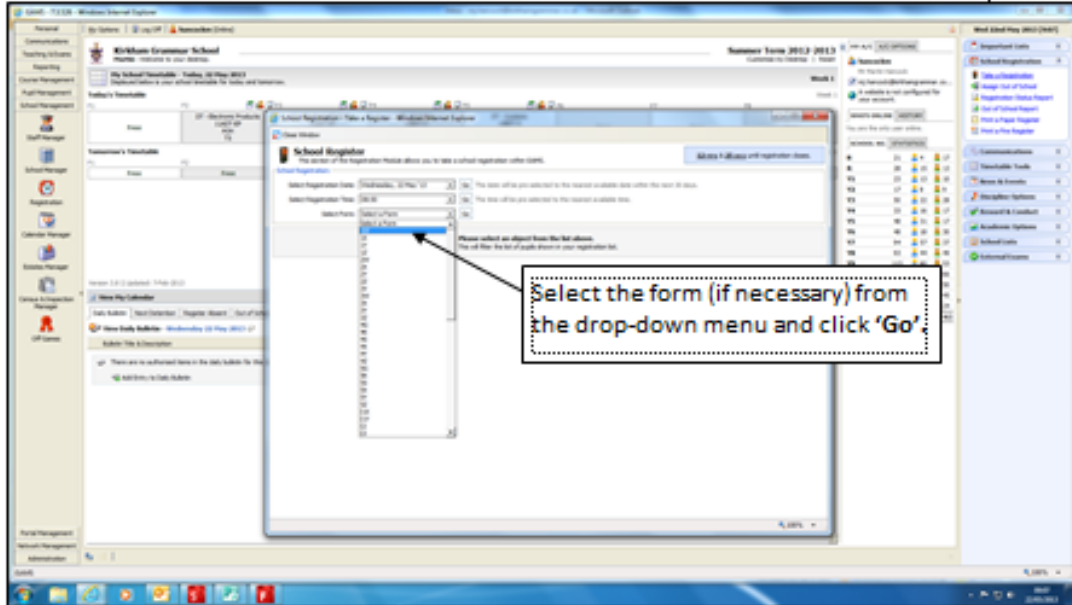
Don't use this screen for amending registers as there is a better way (see Page 24).



If you selected Registration from the School Management menu then the screen looks very similar but there are a number of tabs along the top of the screen.

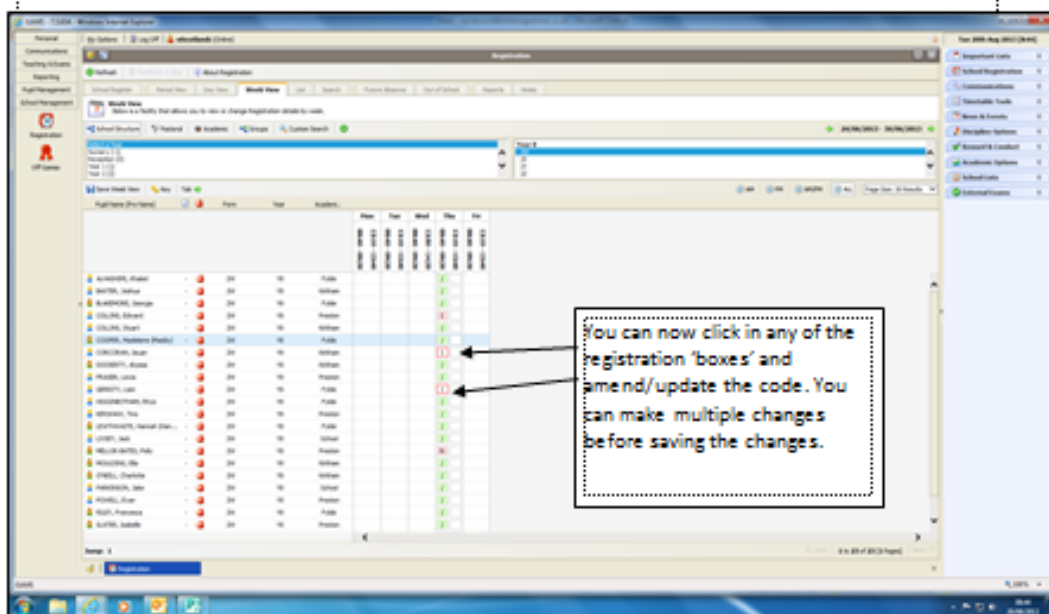
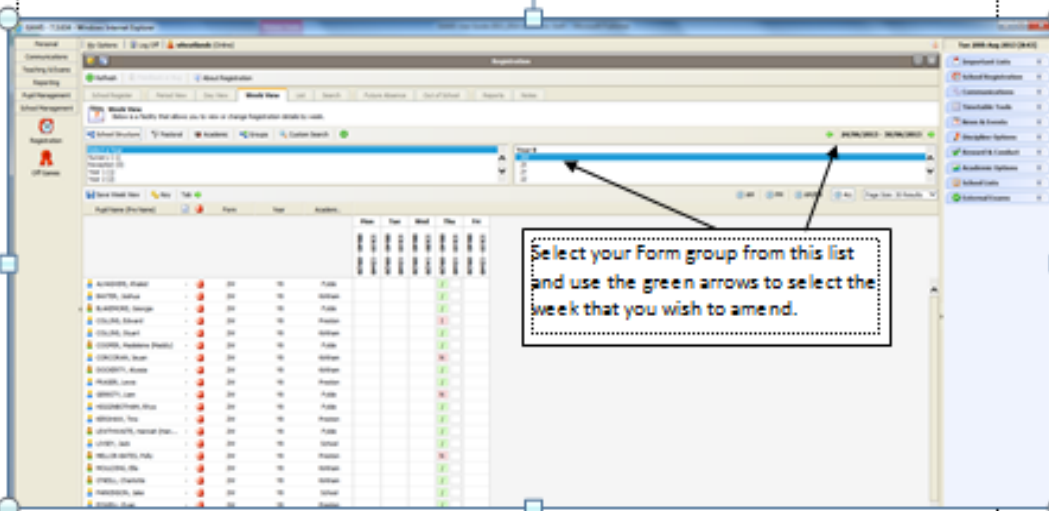
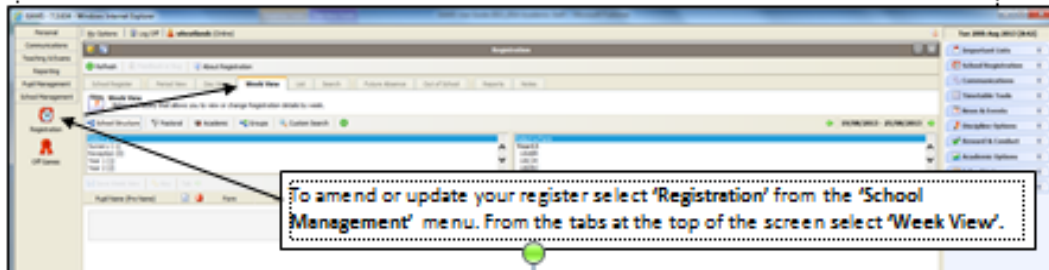
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Page 9—School Registration (2)



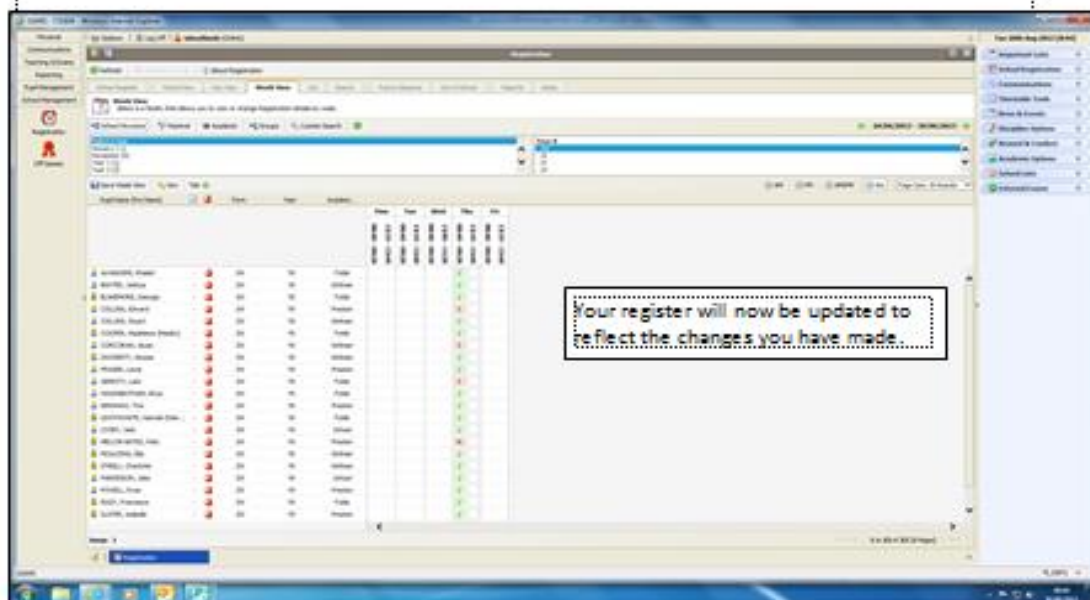
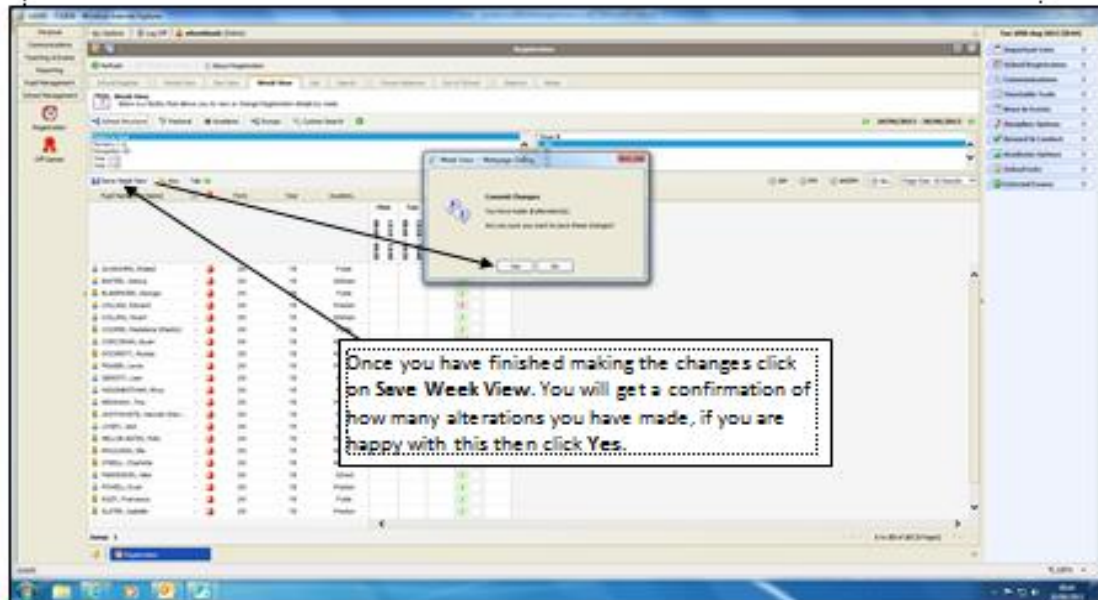
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Page 28— Amending/Updating Registers (1)



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Page 29— Amending/Updating Registers (2)





KIRKHAM
GRAMMAR SCHOOL

LATE TO LESSON CARD

Name: _____ Form: _____

Reason: _____

Date: _____

Staff Member: _____



KIRKHAM
GRAMMAR SCHOOL

LATE TO LESSON CARD

Name: _____ Form: _____

Reason: _____

Date: _____

Staff Member: _____



KIRKHAM
GRAMMAR SCHOOL

LATE TO LESSON CARD

Name: _____ Form: _____

Reason: _____

Date: _____

Staff Member: _____



KIRKHAM
GRAMMAR SCHOOL

LATE TO LESSON CARD

Name: _____ Form: _____

Reason: _____

Date: _____

Staff Member: _____