



KING SOLOMON

ACADEMY

Attendance Policy

Our mission: To provide a rigorous and transformational education that prepares our pupils for success at University and beyond.

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The Importance of Excellent Attendance

King Solomon Academy believes that ensuring high-levels of pupil attendance is crucial to its mission of providing a rigorous and transformational education which prepares all pupils for success at university and beyond:

Every second counts: all learning opportunities at KSA (including lessons, trips, visits, performances and workshops are planned with precision because our teachers and leaders believe that every second counts. Every moment missed leads to a loss of learning and furthermore, limits the potential and the development of the child.

Getting into good habits: KSA is preparing pupils for success at university and success in the workplace; in neither of these settings would persistent absence be tolerated and will lead to limited life chances and career opportunities. As a result, persistent absence will not be tolerated at King Solomon Academy. At King Solomon Academy, we believe school-age is the time for children to develop resilience and to get into good habits about getting up, getting out of the home and working hard every day.

Building a great team: at KSA, we believe children learn and develop best when they are working as a team. Having a person missing from the team damages the whole-team: they cannot learn together, move forward together and when the absent child returns, learning time is lost in supporting them catch-up.

Rewarding Excellent Attendance and Challenging Persistent Absence

At King Solomon Academy we reward children who have excellent attendance: they receive certificates, shout-outs and in the secondary school, KSA pounds for their weekly Payslip which they can use to earn rewards such as trips, prizes and privileges.

At King Solomon Academy we challenge persistent absence by working closely with pupils, parents and Westminster Educational Welfare Service:

Pupils: At KSA, pupils receive weekly, half-termly and termly updates regarding their individual attendance record through their Payslip, Effort Update and School Report respectively.

Pupils who are persistently absent or at risk of becoming persistently absent are identified by their Head of Year and discussed during weekly, internal line-management meetings between Heads of Year and Heads of Key Stage and between Heads of Key Stage and the Deputy Headteacher (who is also the Designated Safeguarding Lead). The Attendance and Safeguarding Officer will also identify pupils who are persistently absent or at risk of becoming persistently absent and will discuss them in an internal, weekly line-management meetings with the Deputy Headteacher (and Designated Safeguarding Lead).

Outcomes from these meetings could include a decision to invite the pupil to a supportive meeting in order to provide advice how to address attendance difficulties, a decision to invite parents to a similar meeting or a decision to refer the family to the Education Welfare Service.

Parents: Like pupils, parents are provided with regular updates regarding the individual attendance record of their child. These occur weekly (Secondary), half-termly and termly through their Payslip, Effort Update and School Report.

On a half-termly basis, the Attendance and Safeguarding Officer will write directly to the parents of children at risk of becoming persistently absent and the same parents will be invited to attend a meeting with a pastoral leader to discuss and attempt to solve attendance difficulties.

Persistent Absence

A pupil is considered to be persistently absent if they attend school less than 90% of the time. This equates to approximately twelve days of school being missed during a year.

Children who are persistently absent may not be safe from harm, with persistent absence a possible indicator of abuse and neglect, including child sexual exploitation.

All pupils with attendance of 90% or less will be considered for referral to Children's Services especially those with a significant number of unauthorised absences. See below for details of the policy for acting on persistent absence.

Different types of absence

Every half-day absence from school has to be recorded and classified with a code by the school, as either AUTHORISED or UNAUTHORISED. Only the school can make this decision and record it.

Authorised absences are absences from school for a good reason like serious illness, medical or dental appointments which unavoidably fall in school time and medical or dental emergencies.

Unauthorised absences are absences due to illness which are not followed by a written note from a parent or carer or are absences which the school considers unreasonable. Unauthorised absences may also include circumstances where an absence is unexplained, absences due to truancy or absence due to family trips or holidays which have not been pre-agreed with the school.

Non-statistical absences are circumstances in which a pupil would not be considered absent and would include school approved or arranged activities such as school trips or work experience.

Holidays and Extended Leave during Term Time will lead to unauthorised absence being recorded and a referral to the Educational Welfare Service with the possibility of a fixed penalty notice being issued. The Headteacher will consider authorising the absence in exceptional circumstances if a request is made in advance.

Absence Codes

King Solomon Academy uses codes to mark the attendance of pupils which are consistent with the School Census System and Department for Education Advice for Schools published in October 2014:

	Category	Code	Description	Notes	
Statistically Present	Present in school	/	Present and on time in the morning		
		\	Present and on time in the afternoon		
		L	Late but present in school before registers closed		
	Present at approved off-site educational activity	B	Educated Off-site	Not to be used without approval from Designated Safeguarding Lead	
		D	Dual Registered	Used when a pupil is registered elsewhere for limited period of time (e.g. hospital school or pupil referral unit)	
		J	Interview	Pupil attending a university interview or an interview at another school	
		P	Sporting Activity	Pupil participating in a sporting event arranged by the school and supervised by school staff	
		V	School Trip		
	Statistically Absent	Authorised absence from school	C	Leave of absence	Only to be used in exceptional circumstances and must be approved by the Headteacher
			E	Excluded	Must not be used for more than five consecutive days
H			Holiday authorised by the school	Holidays can only be authorised by the Headteacher	
I			Illness	To be used when a parent note, prescription or note from a doctor is used to explain an absence	
M			Medical or Dental appointments		
R			Religious Observance	Not to be used without the approval of the Headteacher or Designated Safeguarding Lead	
Unauthorised absence from school		G	Holiday not authorised by the school		
		N	Reason for absence not yet provided	All absences are to be coded N until a reason is provided (automatically change to 'O' if no reason is provided within seven days)	
		O	Unauthorised absence		
		U	Late after registers have closed		

Absence and Attendance Procedures

Pupil attendance must be recorded accurately and in a timely manner. Failure to do so raises concerns in regard to health and safety and in regard to safeguarding. Furthermore, without accurate

and timely recording or pupil attendance, actions cannot be taken effectively to promote and improve attendance levels.

Attendance registers are legal documents and should be treated as such. It is essential that they are accurate.

Parents: King Solomon Academy expects parents to call the school (0207 563 6900) before the start of the school day if they are making the decision to keep their child at home. Parents are expected to make this call for each day of absence, even when absence occurs on consecutive days for the same reason.

This call is required to notify the school of the absence, but it does not replace the need to provide a written explanation of the absence (a parent-written note, a doctor-written note or a prescription).

Written explanation of the absence should be handed in at reception within seven days of the absence. Failure to do so will result in the absence automatically being coded as unauthorised.

Class teachers and Form teachers: all registers must be completed in e-PORTAL within fifteen minutes of the start of the school day

Class teachers and form teachers should only use codes “/”, “\” and “N” when marking registers at the start of a session. Class teachers should not input any other codes, including ‘L’.

Attendance Officers: should amend registers only to change absences coded as “N” to a more accurate code such as “L”, “U” or “I” as and when relevant information is made available by parents or pastoral leaders in the school such as the Headteacher or Designated Safeguarding Lead.

Lateness

Pupils are marked as late ‘L’ if they arrive through the school gate after the start of the school day: 8.30am at KSA Primary School and 7.55am at KSA Secondary School. Pupils marked as late are statistically present for the morning session. Parents will be notified about the punctuality record of their child on a half-termly and termly basis as part of the school reporting cycle.

If a pupil arrives more than thirty minutes after the start of the school day (9.00am at KSA Primary and 8.30am at KSA Secondary) they will be coded ‘U’ and considered statistically absent for the session.

At KSA Secondary, pupils who are late to school (either ‘L’ or ‘U’) serve a twenty-minute detention during the school day and they lose KSA pounds from their weekly payslip.

Medical and Dental Appointments

At King Solomon Academy, we strongly advise families to make appointments outside of school hours or during school holidays in order to avoid disrupting the learning of the child and their class.

Where appointments during the school day cannot be avoided, KSA asks that families give advanced notice (at least one day before) unless it is an emergency.

Pupils are coded as 'M' for the morning or afternoon session they are absent from (or partly absent from) and are considered statistically absent. On rare occasions where an appointment leads to pupils missing the end of the morning session and the start of the afternoon session, the attendance officer will code just one session as 'M' and the other present.

At KSA Secondary, being coded 'M' for a session leads to a loss of KSA pounds from Payslip as an incentive to ensure pupils are motivated to catch-up on any work missed in order to earn KSA pounds to compensate for those lost due to absence. At KSA Primary, classes who have 100% attendance will receive 5 marbles in their marble jar. These marbles count towards earning a whole class celebration.

Attendance Targets

At King Solomon Academy we believe all pupils should be targeting 100% attendance to school. We know this is possible because so many children achieve this each year. In 2014-15, forty-six children attended school 100% of the time.

As a school, KSA targets 96.5% average attendance each year (the equivalent of each child missing no more than approximately four days during the year).

The national average for attendance in Primary Schools in England in 2014-15 across five terms was 96.2% and KSA Primary achieved 95.5%. The national average for attendance in Secondary Schools in England in 2014-15 was 94.8% and KSA Secondary achieved 95.6%

Attendance Target Groups

At King Solomon Academy, pupil attendance is monitored weekly and is categorised as follows:

Average Pupil Attendance	Average pupil attendance description	Associated Actions
98-100%	Excellent Attenders	<ul style="list-style-type: none"> Earn bonus £KSA and linked rewards
96-97.9%	Good Attenders	<ul style="list-style-type: none"> Earn individual and whole class rewards
93-95.9%	Unsatisfactory Attenders	<ul style="list-style-type: none"> Receive regular and targeted parent communication
90-92.9%	Poor attenders	<ul style="list-style-type: none"> KSA no longer authorises absence without note from a doctor or other medical or dental professional
Below 90%	Persistent Absentees	<ul style="list-style-type: none"> KSA takes advice from Children's Services and in most cases makes a referral

The role of the Attendance Officer – Daily Tasks

Step 1 – Have registers been completed?

- Morning registers should be completed by 8:30am each morning for years 7 – 13 and by 8:45am for Nursery – 6. Teachers will be chased by email if their register hasn't come through.
- Absent pupils should be marked as 'O'

Step 2 – Have parents contacted us?

- Parents should call each morning that their child is absent and leave a voicemail on the absence line.
- Voicemails will be listened to in order to ascertain who is absent.

Step 3 – Late Students

- If a pupil arrives late pupils they need to sign the late register in reception.
- The receptionist enters a late mark in the register for each pupil that was late.
- If pupils in years 7-13 are late they will serve a detention during the day

Step 4 – Calling Parents

- Those children whose parents have not contacted the school will receive a phone call.
- If the parent does not answer the phone they will receive a text message.

Step 5 – Texting Parents

- If a parent hasn't left a voicemail and the school has not be able to contact them they will be sent a text message requesting that they call.
- Once parents receive the message they should make contact with the school to explain why their child is absent.
- For those parents that have contacted the school they will be sent a text message reminding them that they need to provide a note explaining their child's absence.
- If a child has been absent for more than three consecutive days parents will receive a message explaining that they need to provide a doctor's note or some sort of medical proof that their child has seen a doctor (appointment card, prescription etc)

Pupils with 90% Attendance or less

