



Policy: **Annex A to Attendance Policy – KLA**

Author: Mrs E. Westbury

Date of Approval: 7th October 2020

Approved by: Academy Council

Review date: October 2021

Annex A to Attendance Policy – KLA

Role	Responsibility
Vice Principal for Student Welfare	<ul style="list-style-type: none"> • Lead whole academy attendance strategy • Review attendance data weekly • Ensure attendance is a standing item at LLG • Report on attendance to ALT and Academy Council
Designated Safeguarding Lead and deputies	<ul style="list-style-type: none"> • Elanor Westbury: Elanor.westbury@kla.eastern-mat.co.uk • Lorraine Roberts – Lorraine.roberts@kla.eastern-mat.co.uk • Charis Prevett – charis.prevett@kla.eastern-mat.co.uk
Opening times of the academy	<ul style="list-style-type: none"> • 7.45 – 4.30
Reporting Absence	<ul style="list-style-type: none"> • Parents and carers call the absence line: 01553 779635
Norfolk school attendance information	<ul style="list-style-type: none"> • https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/school-attendance
Head of Year	<ul style="list-style-type: none"> • Make first day calls where no contact has been made by parents regarding absence • Carry out home visits where no contact can be made regarding absence of students • Build links with families to support students with poor attendance to improve • Lead FT team in monitoring attendance and acting upon absence • Highlight attendance issues at FT meetings • To liaise with teachers regarding issues relating to absenteeism
Admin Staff	<ul style="list-style-type: none"> • Record absence messages onto SIMS before 9.30am (JH) • Ensure that CME forms are completed and submitted (JH/AR?) • Ensure that On-Roll forms are completed and submitted (JH/AR?)
Form tutor	<ul style="list-style-type: none"> • To monitor attendance of students daily • To follow attendance strategy regarding green report cards and contact with parents / carers • To escalate report to HoY if improvements are not made
Progress Leaders	<ul style="list-style-type: none"> • To liaise with HoY where absence is a significant barrier to progress • To carry out home visits where absence is persistent • To build links with families through the PSP process to ensure that every support is in place to support attendance
Classroom Teacher / Education Support	<ul style="list-style-type: none"> • To create a positive learning atmosphere in school so that all students want to attend • To complete SIMS registers accurately within the first 10 minutes of each lesson • To raise concerns around student absence
Pupil Premium Lead	<ul style="list-style-type: none"> • To identify PP students at risk of PA in the first half term based on previous attendance data • To assign a PP mentor to work 1:1 to improve attendance • To lead the red report process for PP students

Forward Step Lead	<ul style="list-style-type: none"> • Ensure first day calling is carried out and recorded • Agree specific bespoke interventions for students with poor attendance • Attend LLG meetings to ensure whole academy and FS attendance strategies are linked
DSEnCo	<ul style="list-style-type: none"> • To work with HoY team to ensure that the curriculum offer for DSEN students is not a barrier to attending KLA • To lead the red report process for DSEN students

Annex B – Letter to parents: Attendance at School and Legal Intervention

Dear Parent/Carer,

Attendance at school and legal intervention

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At King’s Lynn Academy our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment.

In the DfE policy document entitled, ‘School Attendance: Guidance for maintained schools, academies, independent schools and local authorities’ it states, ‘*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance** and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. **A leave of absence is granted entirely at the head teacher’s discretion**’.*

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a fixed penalty notice. Any pupil at King's Lynn Academy who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued the arrangement for the payment will be detailed on the penalty notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of the receipt of the notice. The fixed penalty notice is per parent per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Alan Fletcher

Principal