

KMS – Attendance Policy

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KMS is committed to providing an education of the highest quality for all its students and recognises that supporting and promoting excellent college attendance for all, significantly affects this achievement. This is based on the belief that only by attending college regularly and punctually will young people be able to take full advantage of the educational opportunities available to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling college experience. We actively promote 100% attendance for all our students, and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Operations Director, KMS management and staff in partnership with parents, have a duty to promote full attendance at KMS.

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1. Scope

This policy/procedure applies to all KMS students.

2. Parental Responsibility

Parents have a duty to ensure that their child attends KMS regularly and arrives on time. Regular attendance is essential to the all-round development of KMS and students should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines educational attainment and progress and, can inadvertently, put students at risk.

It is the parents' responsibility to contact KMS on the first day their child is absent. This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update KMS and inform them when their child is returning.

Students are expected to arrive at the agreed session time, and all students that arrive late must report, to the Inclusion Manager who will record the reason for lateness.

3. The role of the KMS staff team

At KMS there is a collective responsibility and approach for improving attendance, with specific staff taking individual responsibility.

The Inclusion Manager has overall responsibility for monitoring attendance issues.

The Inclusion Manager completes a register at the beginning of each session. Marking the attendance register is a legal requirement.

It is the responsibility of Inclusion Manager (Attendance Officer) to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call.
- Where there has been no communication, letters are sent to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (see National Attendance Codes)
- Parents are informed termly of the child's attendance figure

4. Timeline of the Staged Approach for Managing Poor Attendance

- 95 - 100% attendance –The Inclusion Manager to contact parent if appropriate.
- 90 - 95% attendance - intervention letters/meeting with parents.
- Below 90% - and unauthorised absences, attendance phone call/ meeting
- Below 80% - and unauthorised absences, dependant on circumstances work will be sent home and a home visit will be discussed.
- Below 70% or where the student has been absent for ten consecutive days, the Inclusion Manager and KMS Manager will arrange a visit home.
- Where the level of absence has not improved and there are unauthorised absences, KMS will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, KMS will consult with the Local Authority School Liaison Officer for advice, and this will form part of an action plan. All action plans will be reviewed fortnightly.
- For the cases that require intensive family support, KMS may make an Early Help referral.

5. Students Missing Education

No student will be removed from the KMS roll without consultation between the KMS Manager, SENCO, the Local Authority SEND Service if the student has an EHCP.

6. Lateness

KMS are required to mark the attendance the register in the first 15 minutes at the start of each lesson. Students arriving after this must report to the Inclusion Manager who will record the reason for their lateness. The student will be marked as late before registration has closed (Code 'L').

Students arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence. Frequent lateness after the register has closed (U) will be discussed with parents.

7. Authorising Absence

Only the KMS Manager can authorise absence using a consistent approach. The KMS Manager is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (for example leave for holidays) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family holidays (with some rare exceptions)

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with KMS holidays.
- Where an absence from KMS is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from KMS for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when KMS is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. By 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that the KMS Manager



can agree the absence of a student in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

The KMS Manager may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the KMS Manager. Each case will be judged on its merits and the KMS Managers decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

8. Complaints about this policy

If any member of KMS staff is dissatisfied with the Attendance Policy, they should contact the Operations Director in the first instance.