



THE
KEYSTONE
ACADEMY

Attendance Policy



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1. INTRODUCTION

At the Keystone Academy we are passionate about achieving the best possible outcomes for our pupils. We are committed to providing all pupils with an excellent education in a safe and happy environment. Each child is welcomed, valued and respected and encouraged to respect themselves and others. We aim to empower all children to gain the essential skills, that will equip them for life and we believe that education is essential for all.

To achieve their full potential, pupils need to attend regularly and punctually. We recognise that regular attendance promotes achievement and progress as well as supporting safeguarding and reducing risk from harm. Non-attendance at school for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance, it is essential that early action is taken. To promote good attendance, we take care to work in partnership with parents / carers and other services supporting pupils and families. We have an open-door policy and utilise various methods of communication to ensure families have access to the support and advice needed to ensure their child is attending school regularly.

We aim to put strategies in place to ensure pupils feel able to attend school and recognise it as a safe space.

Staff at the academy acknowledge that there is a strong link between high attendance and pupil progress, so we will always encourage regular attendance to ensure that learning and progress can successfully take place.

2. EXPECTATIONS

The Keystone Academy expects pupils to:

- Attend school regularly
- Arrive on time, appropriately dressed (See Home – School Agreement) and prepared for the day
- Arrive to lessons on time
- To conduct themselves appropriately
- Respect themselves, each other and all adults, aswell as the school environment.

The Keystone Academy expects parents/carers to:

- Encourage their children to attend school
- Contact the office immediately if their child cannot attend school
- Send a note, medical card etc. to the school on return from sickness or absence. On the 3rd absences, a doctor's sick note will be required.
- Contact the school immediately if they become aware that their child is reluctant to attend school

Pupils and parents/carers can expect The Keystone Academy to:

- Ensure that there is regular, efficient and accurate recording of attendance and time keeping as a statutory and legal requirement
- Contact home on first day of non-attendance
- Establish early contact with the home when a pattern of lateness emerges
- Act immediately on any problem notified to us
- Maintain confidentiality
- Provide positive measures to encourage good attendance
- Provide support for pupils - to ensure a broad and balanced curriculum which supports personal, social, emotional, acedemic and moral development
- Provide a welcoming, safe and nurturing environment in which each pupil is valued, supported and feels safe
- Build and maintain effective partnerships between the school and its parent/carer body, external support agencies and the wider community

3. ATTENDANCE AND ABSENCE

Why it is important to attend school regularly

- To give your child the best possible start in life
- They will be able to keep up with their work
- They will achieve better results
- They will develop friendships and social skills

School attendance is central to raising standards in education and ensuring all pupils can fulfil their potential. The government has set a target of 95% attendance for all pupils. This rate allows for periods of illness or particular circumstances when absence from school is unavoidable.

We want your child to attend school regularly as this supports their learning. If your child is not well or if you have a planned reason why your child cannot attend school, please inform the school at the earliest opportunity.

The Law

Children of compulsory school age must, by law, receive a full-time education.

Each person with day-to-day parental responsibility could be taken to court and fined for each child who is not attending school regularly or who is persistently late.

The Education Act 1996 states that all pupils should attend school regularly and punctually. 'If a child of compulsory school age, who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.'

Some key attendance facts:

- Attending 90% of the time or less will have a serious effect on learning.
- One day's absence every two weeks will give 90% attendance.
- Up to the age of 16, 90% attendance will mean losing over a year of school

How close is your child to 100% attendance?

Number of days off school a year	Percentage attendance	Number of lessons missed	Level of concern
0 days	100%	0	Perfection
2 days	99%	10 lessons	Excellent
5 days	97%	25 lessons	Good
10 days	95%	50 lessons	Slight concern
20 days	90%	100 lessons	Concern
30 days	85%	150 lessons	Significant concern

Unplanned absences

Please inform the school before 8.30am on the morning of the first day of absence.

Keep the school informed if the absence is to continue.

A written explanation of your child's absence may be required on return to school.

Authorised and Unauthorised Absence

The school can only authorise any absences in the following circumstances:

- Genuine illness (please note that on the third and subsequent illness of an academic year we will require a Doctor's note)
- Dental/medical appointments (these should be made out of school hours where possible)
- Close family bereavement
- Recognised religious observance
- Examination

Extenuating Circumstances

The Keystone Academy understands there may be extenuating circumstances resulting in a child's absence. Authorising such instances will be at the discretion of

the Headteacher and will be considered on a case by case basis. Any parent/carer taking their child out of the school during term, for any reason, without the permission of the Headteacher will result in an unauthorised absence and possible referral to the Localities Services.

Planned absences

Where possible, organise authorised absences well in advance.

Please try to arrange medical appointments during holiday times or out of school hours.

If you cannot make doctor or dentist appointments out of school hours, wherever possible, the child should come to school before the appointment and return to school afterwards.

Religious Observance

If you wish to take your child out of school for a religious observance, please inform the school.

Family Holidays

Family holidays must not be taken during the school term. The guidelines from the DfE states that schools should not authorise absence for holidays or other circumstances on the grounds of cost.

If you take your child on holiday without authorisation, the Local Authority has the power to issue a Fixed Penalty Notice of £60 per parent per child, rising to £120 if not paid within 28 days.

Arrival at School

The school gates will open at 8.15am. Your child should be in school by 8:30am for the start of the school day.

4. DAY TO DAY PROCESS FOR MANAGING ATTENDANCE

Registration

The school records two marks in the register each day – AM and PM. The morning mark is completed on arrival at the start of the day and the afternoon mark is completed immediately after lunch.

School opens its doors from 8:15am and pupils will be provided with breakfast on arrival.

School starts at 8:30am. Pupils are expected to be in Form for this time, during morning registration.

The register will close at 8:50am. After 8:50am a late book will be completed at the school office. Pupils who arrive after this time will have to provide a reason for lateness and will receive a late mark in the register.

Afternoon registration takes place immediately after lunch.

Attendance and punctuality

As the majority of pupils will be transported to school by taxi, lateness caused by a taxi company will not result in the pupil receiving a late mark. Any issues of this kind will be resolved between school and the transport company.

Lateness

Every Minute of Learning Counts!

Persistent lateness can:



- Cause embarrassment to the child
- Make it harder for the child to settle
- Cause disruption to the rest of the class

The school operates a First Day Response and will telephone families where children have failed to attend school in time for morning registration.

Parents/carers will be notified if a recurring pattern of lateness develops. If lateness persists, further action will be taken and parents/carers invited in for a meeting to discuss the reason for the lateness. In the case of persistent lateness, procedures may lead to the involvement of external agencies.

The Keystone Academy will use a variety of supportive interventions to address issues of attendance and punctuality. We will work both independently and with other agencies, including Shropshire Local Authority, in establishing the correct intervention to be applied. Interventions may include:

- Various academic and emotional wellbeing and mental health interventions in house
- Support from outside agencies, such as CAMHS (BeeU), Youth Service and NHS
- Pastoral Support
- Parental Support
- Early Help Assessments and action plans
- Fixed Penalty Notices

Internal truancy

All pupils are expected to have a mark in the register for AM and PM sessions and be present for the duration of the lessons unless they are absent or have other authorised circumstances i.e. a meeting, counselling, mentoring or a medical or dental appointment. Due to the nature of our school we understand that there may be reasons, due to their health that pupils cannot manage a full timetable. This, again will be assessed, evaluated and monitored by staff and SLT to ensure that pupils' needs are fully met and taken into consideration. Any amendments to timetables or the school day will be at the discretion of the Headteacher or Deputy Headteacher.

Internal and external truancy will be monitored daily by The Keystone Academy staff. Where appropriate, concerns are to be raised by class teachers in the first instance for further action.

Letters will be sent to the parents/cares of persistent truants along with lesson registers. Meetings will also be organised with the pupil to discuss their attendance to lessons with our Pastoral Lead or their key workers.

If truancy continues, parents/carers will be invited in for a meeting. Depending on the outcome of meetings, an action plan will be drawn up and appropriate strategies implemented to support the pupil. This may include interventions, time out provisions or revision of timetable.

Understanding barriers

At Keystone Academy we understand that a pupil may experience a variety of barriers which impact on their attendance. We will always work together with families and agencies to understand these and offer tailored support where required.

For some pupils with SEND and / or medical conditions, it will be necessary to make reasonable adjustments to support their personal circumstances. This may include putting in place an individual healthcare plan and working together to review and update this regularly.

5. ROLES AND RESPONSIBILITIES

All Staff

- Ensure that registers are completed regularly and accurately, using statutory codes, before the end of each lesson
- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity
- Remain vigilant of the fact that registers are legal documents and that false or inaccurate recordings may lead to prosecutions in some instances

- Communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to the Pastoral Lead, Deputy Headteacher or Headteacher.

Attendance Officer (School Office Member)

- Ensure that AM and PM registers are completed
- Initial point of contact to parents/carers
- Ensure that attendance calls are completed by the School Office daily to parents/carers of non-attendees
- Ensure that the attendance registers are up to date and being completed correctly and on time in cooperation with teaching staff
- Will inform The Keystone Academy staff of reason for non-attendance, if any, via register note and/or email
- Update registers where necessary
- Ensure that an official register is printed off twice daily for AM and PM marks
- Ensure that the late book is completed
- Support Form Tutors with the monitoring of attendance, punctuality and truancy
- Ensure that periods of non-attendance are followed up
- Track and target individual pupils to improve levels of attendance
- Communicate regularly with parents/cares of non-attendees and follow up concerns of staff
- Work with Form Tutors to address issues of non-attendance and truancy to draw up action plans and implement appropriate strategies to support the pupils and improve attendance and/or punctuality
- Monitor the attendance of offsite provisions and ensure that registers are received
- Coordinate and implement any reward scheme that is linked to attendance and punctuality
- Work with Form Tutors to implement targeted support strategies to address issues of non-attendance and truancy

Pastoral Lead

- Will oversee a service which enhances existing provision in order to support learning, participation and encourage social inclusion
- Will attend meetings with parents/carers and pupils
- Work with young people and their families who are referred for attendance reasons to identify strategies and support systems to ensure reintegration and improved attendance
- Work alongside and support other key staff to implement targeted support strategies to address issues of non-attendance and truancy
- Complete home visits to pupils and their families to ascertain reasons for poor/non-attendance

- To work alongside other key professionals in order to support improved and regular attendance.
- To maintain and monitor Pupil Profile, documenting trends in absenteeism, lateness or truancy

Form Tutors

- Will provide a service which enhances existing provision in order to support learning, participation and encourage social inclusion
- Document trends in absenteeism, lateness or truancy and report to the Pastoral Lead.
- Will attend meetings with parents/carers where necessary
- Work with pupils and their families who are referred for attendance reasons
- Work alongside other key staff to implement targeted support strategies to address issues of non-attendance and truancy

Deputy Headteacher

- Take a strategic lead on raising levels of attendance
- Be responsible for overseeing all issues regarding attendance and will meet regularly with the Pastoral Lead to review and implement strategies for raising attendance
- Authorise absences and referrals where appropriate
- Communicate regularly with The Keystone Academy staff and the Senior Leadership Team regarding all issues of attendance and punctuality
- Prepare formal reports for the Headteacher and The Keystone Academy Board of Associates as and when required to be presented at Full Board meetings and Sub-Committee meetings

6. POSITIVE MEASURES TO PROMOTE GOOD ATTENDANCE

The Keystone Academy will seek to encourage good attendance and punctuality with all pupils through tutorial work and assemblies. Good attendance will be seen as an achievement in its own right and recognised with rewards such as certificates and prizes.

Pupils will be rewarded with certificates termly and annually for achieving 100% attendance. There will be a permanent display of pupils who achieve 100% attendance for a half term. The Keystone Academy uses a points-based system as one of the methods used to reward pupils. Pupils who achieve high levels of attendance will be awarded through the points system in the form of additional points and / or privileges.

7. RESPONDING TO ABSENCE

The Keystone Academy uses a computerised registration system to monitor pupils' attendance. The Keystone Academy will identify pupils whose attendance is a cause for concern. These pupils will be targeted to receive additional support from the school and/or relevant external agencies. The following chart shows how we will respond to absence;

FIRST DAY CONTACT

Admin staff to contact home on a daily basis to ascertain reason for absence.

If the Parent/Carer has made contact with the school, the Form tutor will contact parent/carer to offer support and strategies to ensure improved attendance.

If parent/carer has not contacted the school the Pastoral Lead will conduct a Home Visit.

THREE DAY CONTINUED ABSENCE

Pastoral Lead to carry out a home visit to offer support for parent and child to expedite return to school.

Continued Absence

CONTINUED ABSENCE

STAGE 1: Parents/carers invited by letter to Attendance Panel Meeting to be arranged with Pastoral Lead and Deputy Head

PARENTAL CONTRACT

Support strategies to be offered to parents where appropriate. Support from outside agencies accessed where appropriate

Parents and pupils to engage with support

COMPLEX NEEDS /PARTNERSHIP PLUS

Early Help Assessment to be offered, if not already in place.

Multi-Agency meeting to be held every 6 – 12 weeks, regular attendance monitoring meetings to be held in between

Contract failure, disguised compliance or Early Help refusal and continued absence

CONTINUED ABSENCE

STAGE 2: Parents/carers invited by letter to Attendance Panel Meeting to be arranged with Pastoral Lead, SENCO/Deputy Head and SEN Keyworker from the Local Authority.

Fixed Penalty Notice

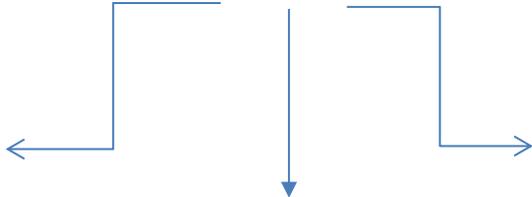
Contract failure, disguised compliance or Early Help refusal and continued absence

CONTINUED ABSENCE
 STAGE 3: Parents/carers invited by letter to Attendance Review Meeting to be arranged with Pastoral Lead, SENCO/Deputy Head and SEN Locality Manager from the Local Authority - placement suitability to be reviewed.

FPN Unpaid
 Prosecution

Lack of engagement
 Prosecution and if needs continue to be multiple and complex referral by DSL to Targeted Early Help

Parental Pupil Engagement
 =
 Educational Supervision Order



Attendance Reviews
 Attendance will be reviewed by staff regularly and letters will be sent to parent/carer at various trigger points - if a child's attendance drops below 95%, 90% and 85%. If a child's attendance drops below 85% parents/carers will be asked to attend a meeting in school and the Education Welfare Officer will be informed.

Extenuating Circumstances
 If there are extenuating circumstances resulting in absence and families are engaging with the school and external agencies, families will **NOT** be fined and the case will not progress to FPN or following stages. Progression through each stage will be monitored, assessed and evaluated on a case by case basis and will be at the discretion of the Headteacher.

FURTHER INFORMATION

The Anti-Social Behaviour Act 2003

Section 23 of the Act gives powers to the local authority to issue Penalty Notices where a parent/carer is failing to ensure their child's attendance at school.

What is a Fixed Penalty Notice?

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court to secure an improvement in a pupil's attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

What Are the Costs?

Payment within 28 days of receipt of a Notice is £60 and £120 if paid after this but within 21 days.

How Are They Issued?

By post to the home address.

For more information visit Shropshire Council's Education Access Service at: [School attendance or exclusion | Shropshire Council](#)

8. MONITORING ARRANGEMENTS

The strategic leads for attendance in the school will regularly scrutinise the whole school and individual attendance data. The information gathered will be used to inform decisions and actions, so as to ensure a tailored approach is used to:

- identify potential barriers to attendance and punctuality
- identify and implement appropriate support and interventions in a timely manner
- measure impact of interventions

Historic or emerging patterns across the school will be highlighted through this regular scrutiny of data, which will enable us to develop appropriate strategies to address these.

The Deputy Headteacher will regularly report on progress, allowing for continual evaluation of processes and support mechanisms being used across the academy. Our approaches will be regularly reviewed and both pupils and parents/ carers will be invited to provide feedback.

APPENDICES

Letter of commendation

The Keystone Academy

Date:

Dear Parent /Carer,

This letter is to inform you of how pleased The Keystone Academy staff team are with _____ current levels of attendance.

At present _____ attendance is excellent and is 100%. This is having a positive effect on learning and is increasing _____ chances of reaching his/her full potential.

May I take this opportunity to ask you to continue encouraging _____ to access the support offered at The Keystone Academy. I hope that _____ will continue to achieve high levels of attendance during the coming term.

The Keystone Academy aims to give _____ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of _____ succeeding.

Yours sincerely,

Attendance Concerns 1

The Keystone Academy,

Date:

Attendance Concerns 1

Dear Parent /Carer,

I am writing to inform you that _____ attendance has now fallen below 90% and is beginning to present a concern to us. Pupils not arriving in school on time can also affect attendance figures. I would therefore advise you that I will be closely monitoring and documenting _____ attendance and punctuality from now on.

May I take this opportunity to remind you that it is extremely important that you ensure your child attends school regularly and punctually and this is your legal responsibility.

You should inform the school every time that your child is not in school on the above number and leave a message.

Please ensure that _____ is in school by 8:30am and attends regularly. Should it be necessary for _____ to be away from school, please ensure you telephone The Keystone Academy before 8:30am to advise of the reason for absence.

Should you require any support or need any further information, please do not hesitate to contact me or consult The Keystone Academy Attendance Policy.

Yours sincerely,

Attendance Concerns 2

The Keystone Academy,

Date:

Dear Parent /Carer,

Further to our conversation today regarding _____ attendance. I would like to confirm that I have met with _____ to discuss how this can be improved.

Please be aware that should _____ attendance continue to be a concern, we will have no option but to call you into school for a formal meeting to discuss how improvements can be made.

Yours sincerely,

Attendance Concerns 3

Dear Parent/Carer,

I am writing to bring to your attention _____ attendance figure, which is currently at XX %. This is presenting a serious concern to the school and could lead to external agencies being involved and possible court action.

I have made an appointment time for you to come into school on _____ insert date and time). At the meeting we will discuss how to make improvements and other options available.

I look forward to meeting with you.

Yours sincerely,

Attendance Concerns Meeting 1

The Keystone Academy

Date:

Dear Parent /Carer,

This is to inform you that we have concerns about _____ attendance, as since returning to school _____ attendance to school has fallen to XX%. Despite numerous attempts we have not been unable to contact you to ascertain the reason for _____ absences.

I would like to arrange a meeting to discuss these attendance issues. A provisional date has been set for _____(insert date and time). This meeting will take place at The Keystone Academy. Please contact The Keystone Academy to either cancel or confirm.

If you have any queries about this please do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

Attendance Concerns Meeting 2

The Keystone Academy

Dear Parent /Carer,

I am writing to inform you that we have concerns about _____ attendance, as since returning to school in September your child's attendance to school has fallen XX%.

Despite numerous attempts we have been unable to contact, or meet with you to ascertain the reason for these absences.

As there has been no improvement in _____ attendance I would like to arrange to discuss these attendance issues. The meeting will take place at The Keystone Academy and a provisional date has been set for _____(Insert date and time). Please contact The Keystone Academy to either cancel or confirm.

If you have any queries do not hesitate to contact me. I hope I have your full support and I look forward to meeting with you.

Yours sincerely

Persistent non-attendance (internal truancy)

The Keystone Academy

Dear Parent/ Carer,

Re: Persistent non-attendance of lessons

Having carried out a review of lesson attendance I write to inform you that your child's attendance this term has fallen well below acceptable standards for The Keystone Academy pupils. Whilst s/he has been turning up for school most mornings s/he is spending a significant amount of time avoiding lessons by wandering corridors and outdoor areas. This wandering has now reached the point where it is having a negative effect on both _____ and other pupils in the school.

I will be working with _____ tutor over the next week or so to set attendance targets for _____. We will also discuss what further support can be put in place. Hopefully this will be enough to improve her/his participation in lessons. We are keen to achieve the best possible outcomes for our pupils, if _____ is unwilling to engage with our support then progress will be difficult to achieve.

I trust I can rely on your cooperation in this matter and would ask that you speak with _____ about her/his future conduct. If you have any questions or would like to meet with somebody to discuss _____ current school experience, please contact me on the number above.

Yours sincerely,