



# Queen Katharine Academy

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<b>Attendance</b>	
<b>This policy should be read, and used, in conjunction with: -</b> All other policies related to Good Behaviour, Admissions, Anti bullying and Safeguarding	
<b>Rights of the child</b> (RRSA Article)	<b>Article 28</b> based on FAIRNESS and EQUALITY “Every child has the right to an education. Secondary education must be available to every child. Discipline in schools must respect children’s human dignity.” This includes: <ul style="list-style-type: none"><li>✓ The RIGHT to learn and teach</li><li>✓ The RIGHT to be respected</li><li>✓ The RIGHT to be safe</li></ul>
<b>Reviewing By: -</b>	<b>QKA Academy committee</b>
<b>Last Updated / Reviewed &amp; Approved on:</b>	5 Nov 2018
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<b>Responsible officer / Member of Staff /</b>	<b>Role: -</b> Head Of School <b>Name: -</b> Lynn Mayes

## Queen Katharine Academy

### Attendance Policy

#### Introduction

Queen Katharine Academy is committed to providing an education of the highest quality for all its pupils and recognises that this can only be achieved by supporting and promoting excellent attendance for all. This is based on the belief that only by attending the Academy regularly and punctually young people are able to take full advantage of the educational opportunities available to them. **High achievement depends on good attendance.**

The whole Academy community – students, parents and carers, staff and Committee members at the Academy have a responsibility for ensuring good attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

Ours is a successful Academy and every learner plays their part in making it so. We aim for an environment which enables and encourages all members of the community to achieve excellence. For students to gain the greatest benefit from their education it is vital that they attend regularly and be at the Academy, on time, every day, unless the reason for the absence is unavoidable.

#### Attendance Manager

A member of our staff will oversee, direct and co-ordinate the Academy's work in promoting regular and improved attendance and will ensure that the Attendance Policy is consistently applied throughout the Academy. The person, known as the Attendance Manager, will also ensure that up-to-date attendance data and issues are shared weekly with the Deputy Principal and are made regularly available to all staff, students, parents and carers (who will be regularly reminded about the importance of good attendance). The Attendance Manager, along with the Year Progress Team will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

#### Why regular attendance is so important:

##### Learning

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student absence disrupts teaching routines so may also affect the learning of others.

Ensuring regular attendance at the Academy is the legal responsibility of the parent/carer and permitting absence from the Academy without a good reason is an offence in law and may result in prosecution.

## **Safeguarding**

A pupil may be at risk of harm if they do not attend the Academy regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this Academy, promoting the welfare and life opportunities for learners encompasses: -

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend the Academy on a regular basis will be considered as a safeguarding matter.

Helping to create a pattern of regular attendance is everybody's responsibility – parents and carers, students and all members of Academy staff.

## **The Law relating to attendance**

Section 7 of the Education Act 1996 states the "the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable: -

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

### *The Law relating to safeguarding*

*Section 175 of the Education Act 2002 places a duty on local authorities and Academy Committees to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.*

## **Absence Procedures**

### **Parents**

#### **If your child is absent you must:**

- contact the Academy as soon as possible on the first day of absence on **01733 383888**;
- send in a note on the first day they return with an explanation of the absence.
- or, you can call into Queen Katharine Academy and report to reception, who will arrange for a member of staff to speak with you.

### **The Academy**

#### **If your child is absent we will:**

- on the first day of absence send a truancy call to you and then telephone you if we have not had a response;
- invite you in to discuss the situation with us if your child's attendance drops below 95%;
- refer the matter to the Attendance Manager if your child's attendance falls below **95%**. Peterborough City Council may consider issuing a Penalty Notice for unauthorised absences.

### **Telephone numbers:**

There are times when we need to contact parents/carers, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

### **Managing Lateness – Guidance for parents**

Poor punctuality is not acceptable.

The Academy day starts at 8.45am and we expect all students to be in at that time.

Registers are marked by 8.45am and students will receive a late mark if they are not in by that time. Students should arrive at 8.40am to ensure they arrive for tutor groups on time.

At 9.05am the registers will be closed. In accordance with the Regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that parents could face the possibility of a Penalty Notice if the problem persists.

If a student has a persistent late record parents will be asked to meet with the Academy to resolve the problem, but parents can approach the Academy at any time if they are having problems getting a student to the Academy on time.

### **Understanding types of absence:**

Every half-day absence from school has to be classified by the school (not by parents/carers) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing.

**Authorised** absences are mornings or afternoons away from the Academy for a good reason like illness, medical/dental appointments which unavoidably fall in Academy time, emergencies or other unavoidable cause.

**Unauthorised** absences are those which the Academy does not consider reasonable and for which no "leave" has been authorised. This includes:

- parents/carers keeping children off from the Academy unnecessarily;
- truancy before or during the Academy day;
- absences which have never been properly explained;
- children who arrive at the Academy too late to get a mark;
- shopping, looking after other children or birthdays;
- day trips and holidays in term time not authorised as an exceptional/unavoidable circumstance.

**Unauthorised absences can lead to the Academy Attendance Manager using sanctions and/or legal proceedings.**

Whilst any child may be absent from the Academy because they are ill, sometimes they can be reluctant to attend. Any problems with regular attendance are best sorted out between the school, the parents/carers and

the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse. Please be honest.

### **Leave of Absence – Guidance for parents**

Taking leave of absence unless in exceptional circumstances in term time will affect your child's education as much as any other absence and we expect parents/carers to help us by not allowing absence in Academy time.

Leave of Absence request forms are available from Reception.

The Academy will consider the request and respond in writing with a decision.

There is **no** automatic entitlement in law for time off in school time, to go on holiday.

All applications for leave of absence must be made **4 weeks in advance**. In making a decision about whether to authorise this leave, the Academy will consider the circumstances of each application individually, including any previous pattern of absence.

It is important that parents/carers understand that we will **only** authorise such absences in **exceptional circumstances**.

Any period of leave taken without the agreement of the Academy and/or different from that agreed by the Academy, will be classed as unauthorised and may attract sanctions, such as a Penalty Notice Fine.

### **Procedures relating to absences during Academy Term Time.**

Where there is an unauthorised leave of absence, there are no exceptional circumstances and which has not been authorised by the Academy, a request for a Penalty Notice will be generated.

Where it is believed that a student has left the area and enquires have failed to establish the whereabouts of the student, the Academy will inform the Local Authority and the student could be removed from roll after 20 days.

### **Persistent Absence (PA)**

A student becomes a "persistent absentee" when they miss **10%** or more schooling within an agreed period of time for whatever reason. Absence at this level may cause considerable damage to any child's educational prospects and we need the parent/carer's fullest support and co-operation to tackle this.

At the Academy we monitor all absences rigorously. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately. PA students are tracked and monitored carefully through our pastoral system.

All PA, or potential PA cases are automatically referred to our Attendance Manager.

Parents/Carers of PA students will need to provide additional medical evidence in the forms of:

- Medical prescriptions / medication
- A letter from a medical professional

For students who have a long term medical condition, parents/carers will need to keep the Academy updated with regular medical guidance.

### **Circumstances where a Penalty Notice may be requested from the LA by the School:**

A Penalty Notice can be issued if one of the following criteria can be met

- Level of unauthorised absence leads to an unauthorised absence rate of **10%** or more within a period in any 8 school weeks
- Persistent late arrival at school after the register has closed that contributes to a level of unauthorised absence at **10%** or more.
- Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification.
- 2 days or more unauthorised 'Leave of Absence'.
- Pupils identified in a public place during school hours whilst excluded (during the first five days of the exclusion period) without reasonable justification.

For further information regarding Penalty Notices please refer to the **Peterborough City Council Code of Conduct** which is available on the Peterborough City Council Website.

### **Payment of Penalty Notices**

Details of arrangements for the payment of penalties will be detailed on the Penalty Notices. Penalties should be paid in full, in one instalment, to the Local Authority and are retained to cover costs of issuing, enforcing or prosecuting recipients who do not pay.

The penalty is £120 if paid within 28 days of receipt of the notice, but reduced to £60 if paid within 21 days of receipt of the notice, as set out in The Education (Penalty Notices) (England) Regulations 2007. If the penalty is not paid in full by the end of the 28-day period the Local Authority, in accordance with the Department of Education, must either prosecute for the offence or withdraw the notice. Prosecution is for the offence to which it relates rather than for non-payment of the Penalty Notice.

The decision to prosecute ultimately lies with Peterborough City Council Legal Services, who will consider whether the prosecution is in the Public Interest.