KINSON ACADEMY

Parent and Carer Guide to Attendance

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Daily attendance

Each school day is divided into **two** attendance sessions. Attendance is recorded twice daily - once at 8:45am and again at 1.15pm. It is important to note that one full day of absence is counted as two separate sessions of absence. For a child to achieve 100% attendance for the day, they must be present at school during both of these sessions. This means being checked in at both the morning and midday attendance times.

Lateness

All children are expected to be in school by 8:45am for morning registration. Morning gates open at 8.30am. Kinson Academy Breakfast club is available at 7.40am if requiring this service to support with morning routines but this must be pre-booked.
Any student that arrives after 8.45am **must** report to the main academy office. Parents and carers are expected to inform the school if their child is going to be late and the reason why. This can be done via phone or email:

attendance@ka.weareauthentic.education

01202 572713 - option 1

Lateness codes

L

If a child arrives between 9.00am and 9.15am they will receive an L code.
This is classed as a present mark and will not impact a child's overall attendance.

U

If a child arrives after 9.15am they will be coded as U (late after registers officially close). A U code is classes as an unauthorised absence and will impact a child's overall attendance. It will also count towards legal action – further information can be found later in this document.

Absence

Parents and carers must inform the academy **each day** that their child will be absent, including a reason, by 8.30am. This can be done via phone or email:

attendance@ka.weareauthentic.education

01202 572713 - option 1

There are a select few instances where daily contact is not required:

- Pre-planned absence eg; Medical appointments already shared with the academy
- When a student has been signed off school by a doctor/medical professional and confirmation of the sign off period has been given to the school.

The academy will start to follow up on any unexplained absences from 9.30am, initially via Arbor alert and then phone calls to **all carers** listed for the child.

If there are two consecutive days of absence with no contact from the parents or carers, then the academy will conduct a home visit welfare check on day 3. If there is no answer, the academy may then contact the police for a safe and well check or contact children's social care. Where there is concern linked to absence, home visits maybe carried out prior to day 3.

Absence requests

All pre-planned absence requests must be submitted via the absence form which can be obtained from the main school office.

Depending on the type of absence, confirmation/evidence will be requested and must be provided in order for the absence to be considered as authorised.

Types of confirmation/evidence may be:

- Letter
- Text
- Email
- Appointment slip

Where possible we suggest making appointments outside of the school day. Where appointments might be required in the day, the child is expected back in school.

No holiday request will be authorised and will be subject to a fixed penalty notice from BCP.

Absence for illness

Where a child is absent due to illness and the absence exceeds three consecutive days, the academy may conduct a home visit.

If a Doctor is consulted for an illness, please provide evidence of this via:

Appointment confirmation text/email	E-consult confirmation text/email	Photo/copy of prescription	The academy **will not** ask you to obtain a doctors note.

For sickness and/or diarrhoea related to a bug the exclusion period is **24 hours** after the last bout. All other illness related exclusion periods can be found on our attendance policy on the school website. Please feel free to contact the academy when unsure and we will do our best to advise.

Absence codes

A full list of attendance codes used by schools can be found on the .gov website: Working together to improve school attendance - GOV.UK.

Common codes which Kinson Academy use		
Authorised codes which **do not** impact overall school attendance	Professional leave	**P**
	Educational trip	**V**
	Work experience	**W**
Authorised codes which **do** impact overall school attendance (if logged at a roll call session)	Medical appointment	**M**
	Illness	**I**
	Interview	**J1**
	Any other absence deemed exceptional circumstances	**C**
Unauthorised codes which **do** impact overall school attendance (if logged at a roll call session)	Unauthorised absence	**O**
	Late after registers officially close	**U**
	Holiday	**G**

Stages and alerts

There are four main stages when monitoring attendance:

Stage 1	*Referred to as Letter 1*	An initial attendance warning or alert
Stage 2	*Referred to as Letter 2*	Highlighting greater concern for poor attendance and warning of possible legal action.
Stage 3	*Referred to as Letter 3*	This is 'Fast Track' to Attendance meeting letter
Stage 4	*Referred to as Letter 4*	Referral to Local Authority who may pursue legal action

Every child's attendance is regularly monitored and reviewed case-by-case.

Our minimum attendance expectation is 96%. You can see where your child is with their attendance via the Arbor app.

Support

If your child is experiencing any barriers to attending school, we have a range of support available. Should you wish to discuss your child's attendance or want to access any of the support available, please get in touch via the attendance email - attendance@ka.weareauthentic.education or contact the academy via 01202 572713 to make an appointment with Mrs Pollock - Inclusion Lead.