



Kingsley Special Academy

Attendance Policy

Chairperson's signature: *D. Withers*

Approved by Policy Working Group: **Autumn 2025**

Reviewed by Governors: **Autumn 2025**

Review Cycle: **1 year**

The school is bound by guidelines issued nationally by the Department for Education. The school will follow statutory guidelines and amend this policy appropriately. The school will work with families to maximise attendance. It is a legal requirement to record attendance daily.

Alison Everitt (Parent Support Advisor) is the Senior Attendance Champion, the senior leader responsible for attendance.

Expectations

- Your child should come to school every day.
- Your child should only be absent if the reason is 'unavoidable'.
- It is essential that we know and record the reasons for any absence.
- We will only authorise absences under exceptional circumstances. These must be discussed with the school before the expected dates of absence.

Timings of the School Day

8:45 - 9:15	Meet and greet, arrive at school
9:15 - 9:30	Late <u>before</u> registers close
9:30 - onwards	Late <u>after</u> registers close
9:30 - 11:50	Morning lessons
11:50 - 1:20	Lunchtime/lunch play
1:20 - 2:45	Afternoon lessons
2:45 - 3:00	End of day preparation
3:00	End of day
3:30	All pupils off-site

Good Attendance

We want pupils to attend Kingsley Special Academy as much as possible and to feel included and appreciated during their time in school. We take every opportunity to celebrate their attendance. Kingsley Special Academy acknowledges that pupils with complex medical, physical, or neurodevelopmental needs may have lower overall attendance. This is usually unavoidable and does not indicate a lack of commitment to their education. In all circumstances, Kingsley will robustly follow up on attendance-related issues to ensure appropriate support and challenge is in place.

Absence Process

- If your child is going to be late or absent, you must call the school before 9:30 a.m.
- You must call the school each day that your child is absent.
- After 9:30 a.m., the Attendance Officer, Seema Goodman, will follow up by phone and message if no reason is provided.
- For those pupils with a social worker, unauthorised absences will be shared with the allocated social worker/team on the day, if appropriate.
- Absences will not be authorised unless considered unavoidable.
- Persistence absence, late arrival or early/late collection will result in an intervention as per the Attendance Manual (Appendix 1).
- Absences will only be authorised on the day; absences will not be authorised after the actual absence.

Exceptional Absences

As per the Department for Education guidance, your child must attend school during term time. In the event of a foreseeable exceptional absence, you must make this request in advance to Ben Campbell-Kemp, Headteacher.

Absences for observance of religious festivals will be authorised.

Illnesses

Please call the school before 9:30 a.m. if your child is poorly. It may be necessary for your child to remain at home for an advised period of time if the illness is contagious, for example, vomiting or diarrhoea. The Reception team, the Medications Officer, or a senior member of staff will notify.

Medical Appointments

For medical appointments during the school day, please keep periods of absence as short as possible. Please call the school to advise of any medical appointments in advance so a record can be made.

In line with the Department for Education guidance, our interventions are:

- The Attendance Officer monitors daily attendance, and concerning patterns and trends of low/non-attendance, are addressed by the Senior Attendance Champion and Senior Leaders.
- Kingsley will support pupils and families with low attendance. The Senior Attendance Champion will lead this.
- Involvement from external agencies and professionals may be required to support families to increase attendance for pupils.
- As per statutory duty, persistent low attendance may be referred to the Local Authority for further action.
- The Attendance Manual (Appendix 1) outlines the process and who is involved at each stage.

Attendance Manual (Appendix 1)

Low Attendance Interventions

	Person Leading	Action to be Taken
91% - 100 %	Department Leaders Teacher	<ul style="list-style-type: none">• Meet and greet• Praise• Positive encouragement to maintain the level of attendance
86% - 90%	Senior Attendance Champion	<ul style="list-style-type: none">• Senior Attendance Champion to monitor pupils weekly• Senior Attendance Champion to contact guardians if appropriate• Offer internal remedies if appropriate
80% - 85%	Senior Attendance Champion, Headteacher	<ul style="list-style-type: none">• Senior Attendance Champion to monitor pupils weekly.• Senior Attendance Champion to send 'Attendance letter of concern' to guardians if appropriate• Offer internal remedies if appropriate• Liaise with LA in the termly meeting
Under 80%	Senior Attendance Champion, Headteacher, Local Authority	<ul style="list-style-type: none">• Senior Attendance Champion to discuss attendance concerns with guardians if appropriate• A welfare visit at the home (under Headteacher's discretion) if appropriate• Multidisciplinary support from LA if appropriate• Headteacher/Pupils Affairs Officer to liaise with LA