



KESGRAVE HIGH SCHOOL

ATTENDANCE POLICY

Statement of Intent

It is an integral part of our approach to Teaching and Learning at Kesgrave High School that full attendance at lessons and in registration is essential. To achieve this, structures are put in place to ensure the school achieves the highest possible levels of attendance in all areas of the Curriculum. Attendance works hand in hand with punctuality, bringing the correct equipment and books and a positive attitude to lessons.

The school's innovative timetable structure ensures all pupils in all year groups are grouped together for their learning in a single part of the school. Additionally, the 3 period day gives very few opportunities for pupil non-attendance not to be picked up. The philosophy behind the 3 period day is that we are providing a curriculum which is engaging, active and involving, deliberately aimed at achieving high levels of attendance, through student satisfaction.

With this in mind, the following school requirements are put in place.

Procedures

- Form Tutors take the register at the beginning of the morning and afternoon school session marking electronically whenever possible. It is a requirement that each session begins with a roll call.
- Subject staff take the register at the beginning of every lesson marking electronically whenever possible.
- The school implements 'First Day Calling' for all absences.
- It is essential that all staff track attendance and punctuality.
- Suspected truancy should always be investigated; the Attendance Team and Pastoral Team should be alerted immediately.
- It is required that all absences (including appointments) are backed up by letters or phone calls from parents.
- Tutors and Heads of Year monitor all absence from school. The Educational Welfare Office meets with the Pastoral team regularly, with detailed inspection of each year group occurring once per fortnight. Where regular inconsistencies and patterns are noticed, these are followed up by phone calls or letters home, meetings with the Head of Year and then referral to the Educational Welfare Officer.
- Daily registration for LAC students is also taken via 'Virtual School'.
- Registers are marked in accordance with the National Absence codes and this information has to be made available to the DFE.

The quality of register keeping is checked and monitored by the Attendance Team and Pastoral Team.

Heads of Year are regularly coached by members of the Leadership Team where pupil issues, including attendance, are regularly addressed.

All staff are vigilant in ensuring attendance at lessons matches up with attendance in the school registers. Any non-attendance at lessons is dealt with through the school's Discipline and Behaviour Management Policies.

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The school is fortunate to have only one single pedestrian exit which is heavily supervised as it requires pupils to pass the Heads of Year office to leave and there is a fixed CCTV camera on the exit. This exit is regularly supervised at key transition points during the school day. Kesgrave High School fully adopts the Suffolk County Council policy for attendance in school. This policy is supplemented by that.

ANNEX 1 – TIMINGS OF THE DAY

Registration Periods

MORNING

Registration roll call takes place between **9.00-9.05am**

Late marks are issued if students arrive to registration between **9.06-9.30am**

Unauthorised marks are issued if students arrive after **9.30am**

AFTERNOON

Registration roll call takes place between **1.55-2.00pm**

Unauthorised marks are issued if students fail to attend registration

SIGNING IN

All students must sign in at the Main Reception if they miss registration

ANNEX 2 – COMMUNICATING AN ABSENCE

How best to communicate absence(s)

- By **phone** - use of our Attendance Lines: **01473 618999** Main School (Mrs P Larke)
01473 618993 Sixth Form (Mrs C Smith)

NB - Calls will divert through to the Main Reception if our Attendance leads are unavailable.

- By **email** - attendance@kesgrave.suffolk.sch.uk Main School
sixthformoffice@kesgrave.suffolk.sch.uk Sixth Form

Please provide the following information:

Name of child:

Form:

Reason for absence (brief):

Name of parent/carer:

Date:

All absences should be reported to the school via any of the above means by **9.00am**.

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