

## Contacts

### **Attendance Officer**

Ms K Edwards

*Report an absence:*

text 07860 034183

*Attendance queries/proof of appointments/  
medical evidence:*

attendance@keslichfield.org.uk

*Leave of absence:*

*complete online form using link on the front page of  
the website*

### **Achievement Leaders**

Year 7 Mr J Whitehurst

Year 8 Miss R Thomas

Year 9 Mr D Kelly

Year 10 Mr J Tizard

Year 11 Mrs M Jennings

Years 12 & 13 Miss J Williamson

### **Inclusion Manager /**

### **Deputy Designated Safeguarding Lead**

Mrs J Tooth

### **Assistant Headteacher /**

### **Deputy Designated Safeguarding Lead**

Miss K Hinz

King Edward VI School, Upper St. John Street,  
Lichfield, Staffordshire, WS14 9EE

T: 01543 255714

www.keslichfield.org.uk

General enquiries: office@keslichfield.org.uk

For information on all aspects of school attendance

[www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

## Attendance Management

- The attendance target for all students at King Edward VI School is at least 96%.
- The Attendance Officer, Achievement Leaders and Pastoral Support Assistants review student attendance on a 4 weekly cycle and work together to improve attendance and punctuality.
- If attendance falls below expectation, without good reason, we may have conversations with your child and/or contact you directly to discuss and agree a way forward to support their attendance.
- Communication may also be sent home if an unusual pattern of attendance has been observed, particularly when these absences are attached to holidays and weekends.
- If attendance continues to fall and remains below 90% (persistent absence) without good reason, a referral may be made to the Education Welfare Team. This may lead to the issuing of a Penalty Notice and ultimately a prosecution under the Education Act 1996 s.444(1).
- Students will be recognised for excellent attendance and punctuality through the school's Attendance and Behaviour Policies. The Attendance Policy also outlines the consequences for students who do not attend regularly and/or have poor punctuality.

***If you are at all concerned about your child's attendance and would like to discuss it further, please contact their Achievement Leader or a member of the Student Support Team.***

## Attendance MATTERS



KING EDWARD VI  
SCHOOL LICHFIELD

## Attendance, Absence and Lateness



## Attendance Matters

Regular and punctual attendance at school is not only a legal requirement but helps to ensure that students are able to make the most of their educational experience, realise their full potential and get the best possible start to their adult life.

Missing time from school can lead to students falling behind in their studies; arriving late to school disrupts teaching routines and can affect the learning of others.

As a school we ask that students achieve at least 96% attendance. We recognise that for some this may be a challenging target, therefore we will provide additional support to students and their families to encourage excellent attendance.

The tables below indicate how much learning time is lost as a result of poor attendance/punctuality. Even at 95% attendance a student has missed 10 days of teaching over a school year.

Attendance %	Days Absent Over a School Year
95	10
90	19
85	28
80	38

Minutes Late Every Day	Days of Education Lost Per Year
5	3
15	10
30	19

## Absence Reporting

Attendance registers and school attendance records are legal documents. Every half day absence from school is classified as either authorised or unauthorised and a national code applied (see Attendance Policy available on the Attendance page of the website for details). The decision lies with the school as to whether to authorise an absence or not.

### Unplanned Absence

If your child is too ill to attend, or will be absent for any other unplanned reason, **please contact us via text on 07860 034183** as follows:

<b>Day 1</b>	Text before 8.30am	In <b>fewer than 200</b> characters confirm: <ul style="list-style-type: none"> <li>• Name</li> <li>• Tutor group</li> <li>• Brief reason for absence/symptoms</li> <li>• Estimated length of absence</li> </ul>
<b>Days 2-4</b>	Text before 8.30am	Update us about the absence
<b>Day 5</b>	Email medical proof of the absence to attendance@keslichfield.org.uk	<b>The absence will not be authorised without it.</b> Proof could include a GP's appointment card, a surgery stamp in a planner, copy of prescription or proof of medication taken. We do not ask for medical certificates.
<b>1st Day Contacting System</b>		
<p>For safeguarding reasons, if a student has been marked as absent without a reason, a text message will be sent to inform you that your child is not in school</p> <p><i>Please respond to the text as a matter of urgency with a reason for the absence</i></p> <p>NB. Please ensure that any changes to contact details are communicated to school as soon as possible so that records are always up to date:  <a href="mailto:studentdetails@keslichfield.org.uk">studentdetails@keslichfield.org.uk</a></p> <p>Text messages should be sent from the phone that is registered as the main contact number for the parent/carer on our student database</p>		

## Medical Appointments

Routine medical and dental appointments should be arranged outside of school hours. If this is not possible, **please inform the school via text in advance.** A written note signed by a parent/carer will be required when signing either in or out at **Student Reception** on the day of the appointment. A copy of the appointment card/letter would also be useful.

**Students should only be out of school for the minimum amount of time necessary for the appointment. A full day's absence will not normally be authorised.**

### Leave of Absence

Leave of absence refers to any pre-planned absence from school (part lesson, lesson, full or part day) that is for a reason other than one related to time off for medical appointments or illness.

Leave of absence should be applied for by completing the online form using the link on the front / Attendance page of the school website at least 5 days in advance of the absence; a separate form should be completed for each student. A formal response will be sent to parents/carers.

**Failure to follow the procedure laid out in the school's Leave of Absence Policy may lead to an absence being recorded as unauthorised. An unauthorised absence may lead to a Penalty Notice being issued by the Local Authority.**

### Punctuality and Lateness

Students should:

- Arrive at form rooms/assembly ready for registration to start promptly
- Arrive at classrooms ready for the prompt start of lessons
- See Form Tutors to obtain a present mark for registration **before** going anywhere else in the school
- Sign in at **Student Reception** if arrival in school is after registration, with a note from home to explain the lateness

Consequences will be applied for late arrival to school or lessons without good reason.

**If a student needs to leave school for any reason during the school day, they must have a note from home, clearly indicating how they will be getting home / to their appointment, which they should ask their form tutor to sign and date. They should show this to their teacher when leaving their lesson and**

**Student Reception when they sign out. Students MUST NOT leave the premises without the permission of the school.**

