Area:	KIORA HALL	north east autism society	
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ATTENDANCE

1. Policy Statement

Kiora Hall is committed to providing a full, effective, and efficient education to all learners that we support (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. We will provide an environment where all learners feel valued and welcome.

For learners to reach their full educational achievement a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all children and adults. Every opportunity will be used to convey to learners and their parents or families the importance of regular and punctual attendance.

This policy contains within it the procedures that all settings with Kiora Hall will use to meet its attendance targets.

Attendance Procedures

Any learner or learner who is absent from School at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of the building]. Only the Principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of the day at 09.00. The registers will remain open until 9.30am and will be returned to reception at this time. Learners arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation, i.e., school transport was delayed. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 13.00. The registers will close at 13.30.

Learners arriving after the start of the day but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

First Day Absence

Parents/Carers will be expected to contact the office and leave a message stating the name of the learner and reason for absence. If a call has not been received by 09.30 an administrator will contact the parent/carer to establish the reason for absence. This information will then be relayed to the person responsible for each class register, to record as required.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the learner that may require further investigation, then the notes may need to be retained for a longer period.

Leave of Absence in Term Time

Requests for leave of absence during term time are not encouraged. Where a family wishes to request leave, this should be made to the Heads of Service in writing. Each request will be judged on a case-by-case basis.

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Identified learners with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Recording absence as authorised
- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these learners.
- Provide home visits where appropriate.
- Recognise that some learners are not 'available for learning' and work with the LA and other agencies to allocate appropriate provision which may not be within our school or college.

A Welcome Back

It is important that on the return from an absence that all learners are made to feel welcome. This should include ensuring that the learner is helped to adjust to the daily routine; catch up on missed work and be brought up to date on any information that has been passed to the other learners.

Attendance Targets

Attendance targets will be set each year. A system for analysing performance towards the targets will be established and the Heads of service in each service will be responsible for overseeing this work.

Our service target is: 95%.

The registration system

The education settings will use manual paper registers for keeping attendance records. The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
**/ or **	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
B	Educated off site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Pupils on part-time timetables
C2	Other Authorised Absence	Authorised absence
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as

		'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such

		as if the school is used as a polling station

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Registers by law must be kept for at least 3 years.

Entries in paper registers must be in ink.
All corrections must be visible (no correcting fluid)

Register Security

The registers must be safely stored when not used to record attendance.

Equal Opportunities:

Kiora Hall supports the rights of all learners to equal access and opportunities regardless of age, culture, religion, gender, ability, disability or sexuality. Kiora Hall promotes an ethos of respect for everyone.