



L.E.A.D. Academy Trust

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# **L.E.A.D. ACADEMY TRUST ATTENDANCE POLICY**

## Policy/Procedure management log

Document name	Attendance Policy
Author	Helen Tunney
Date approved	<b>March 2024</b>
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Approved by	<b>Governing Body</b>

### **Introduction**

This statement sets out the legal framework, the definitions and our policy expectations.

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

The policy makes the expectations for attendance management explicit in order to ensure consistency of practice across the network of academies. The L.E.A.D. Academy Trust's aim is for all of its academies to be calm, orderly, safe, and supportive environments where all pupils want to be in school and are keen and ready to learn.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

**Cross Reference: Safeguarding Policy, Behaviour Policy, SEND policy**

### **Legislative Framework**

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education 2022 (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2007 \(and 2013 amendments\)](#)

Procedures for attendance management implemented by individual academies will be operated in a positive way, reflecting the high expectations of all within the academy community.

All staff are responsible for promoting and establishing good attendance in Trust academies. It is important that all staff are consistent and proactive in rewarding good attendance, and in dealing with poor attendance.

### **Trust Expectations of Academies**

To manage and improve attendance effectively, the Trust expects every academy to:

- Have a clear attendance policy which all staff, pupils and parents understand. The policy must include:
  - Attendance and punctuality expectations of pupils and parents, including:
    - start and close of the day
    - register closing times
    - processes for requesting leaves of absence
    - processes for informing the school of the reason for an unexpected absence.
  - The name and contact details of the senior leader responsible for the strategic approach to attendance.
  - Information and contact details of staff who pupils and parents should contact about attendance on a day to day basis.
  - Information regarding day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence.
  - How the academy is promoting and incentivising good attendance.
  - The strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
  - The strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.
  - The point at which Fixed Penalty Notices for absence and other sanctions will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with.
- Develop and maintain a whole academy culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers, and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools and academies in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

Improving attendance requires constant focus, and effective whole academy approaches require regular ongoing support, guidance, and challenge. The Trust expects each Academy Governing Body (AGB) to:

- Recognise the importance of attendance and promote it.
- Ensure leaders fulfil expectations and statutory duties.

- Regularly review attendance data, discuss, and challenge trends, and help academy leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure staff receive adequate training on attendance.

### **Day to Day Processes**

Alongside accurate recording of attendance and absence, the Trust expects each academy to have robust day to day processes to track and follow up absence and poor punctuality and to develop processes that meet the needs of their pupils and contexts. As a minimum, each academy must:

- Proactively manage lateness and set out the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session, and depending on the structure of the school day, not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.
- Identify any absences that are not explained for each session and contact parents (and where appropriate foster carers and/or social workers) to understand why and when the pupil will return. Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session.
- Where reasonably possible, hold more than one emergency contact number for each pupil.
- Regularly inform parents about their child's attendance and absence levels.
- Hold regular meetings with the parents of pupils whom the academy (and/or local authority) considers to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- Make the necessary statutory data returns.
- Support pupils on return following a lengthy or unavoidable period of absence to build confidence and bridge gaps.

Each academy, in order to instil good attendance, should therefore:

- Work closely with their Local Authority School Attendance Support Team.
- Organise regular targeted meetings with families.
- Take a multi-disciplinary approach with the School Attendance Team to overcome barriers.
- Undertake legal intervention, where all voluntary support options are unsuccessful (Attendance Prosecution).
- Use parenting contracts as a formal written agreement with the academy.
- Implement an Education Supervision Order (ESO) where a formal parenting contract has been unsuccessful. An ESO is a useful alternative to provide formal legal intervention without criminal prosecution.
- Initiate fixed penalty notices by working with the Local Authority.
- Make use of Parenting Orders following non-attendance alongside a fine and or a community order. These can be imposed by the Court.

### **Equality Statement**

The L.E.A.D. Academy Trust is committed to applying the equality duty in all academies across all phases.

It is the responsibility of all staff, leaders, trustees and governors to have due regard to the need to eliminate unlawful discrimination, to advance equality of opportunity, and to foster good relations between people.

### **Safeguarding**

L.E.A.D. Academy Trust recognises that attendance may be an indicator that a pupil is in need of help or protection. As a result, we expect each academy to consider whether a pupil's attendance may be linked to them suffering, or being likely to suffer, significant harm.

Where this may be the case, the academy is expected to follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

### **Monitoring, Evaluation and Review**

In order to determine the effectiveness of a policy, the Trust will monitor and evaluate its impact. This will be achieved by:

- Regular analysis of data.
- The AGB reviewing progress made and the effectiveness of the policy on an annual basis.
- The Trust Board scrutinising the attendance data and any issues reported in the Quality Assurance (QA) visits made by Directors of Schools.



L.E.A.D. Academy Trust

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# **Warren Primary Academy**

# **Attendance Policy**

## Policy Information

Document name	Attendance Policy
Date approved	<b>March 2024</b>
Date issued	<b>March 2024</b>
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Approved by	<b>Governing Body</b>

## 1. Aims

At Warren Academy we are committed to meeting our obligation with regards to school attendance through our culture and ethos that values good attendance, including by:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend
- Promoting and supporting punctuality in attending lessons

## 2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education 2022 (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

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## 3. Roles and Responsibilities

### 3.1 Academy Trustees

Trustees are responsible for:

- Ensuring that there is a Trust wide strategy to improve attendance

## **Academy Governing Bodies (AGBs) are responsible for:**

- Promoting the importance of good attendance across the academy's policies and through its ethos
- Making sure academy leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

### **3.2 The Headteacher**

The Headteacher is responsible for:

- Implementation of this policy at the academy
- Monitoring absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Authorising the Local Authority issuing of fixed-penalty notices where necessary

### **3.3 The Designated Senior Leader Responsible for Attendance**

The designated senior leader is responsible for:

- Leading attendance across the academy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Kellie Salam and can be contacted via tel no: 01159153760 or email: [Kelliesalam@warrenacademy.co.uk](mailto:Kelliesalam@warrenacademy.co.uk)

### **3.4 The Attendance Officer**

The academy attendance officer is responsible for:

Daily monitoring of attendance and communication with parents and carers

- Monitoring and analyzing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Implementing appropriate action with parents and carers to tackle poor attendance.
- Being proactive in supporting families to ensure that pupils are able to attend school daily, through removing barriers.
- Working with the School Attendance Support team to tackle persistent absence and severe absence.



The attendance officer is Marcia Neat and can be contacted via tel: 0115 9153760 or email: marcianeat@warrenprimary.co.uk

### **3.5 Class Teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the office by 8.50am every morning and 1.10pm every afternoon. If a child is late on arrival at school, class teachers are able to mark a child with the 'L' code to acknowledge they are in school but have arrived after 8.50am.

At Warren Academy, we have a whole-school approach to ensuring attendance is consistently high, and class teachers and teaching assistants have a collective responsibility to ensuring that every child is supported in attending school.

### **3.6 Academy Office Staff**

Academy office staff will:

- Record all absence details received on a day-to-day basis and log it on the academy MIS system
- Transfer calls from parents to the attendance officer or the designated senior leader for attendance, to provide them with more detailed support on attendance.
- Ensure that any children who are not in attendance of school have been communicated with, so that schools know the reason for a child's absence.
- Communicate with the attendance officer and the senior leadership team if there are concerns about a child's attendance.

### **3.7 Parents/Carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call, text or email the academy to report their child's absence before 8.50 on the day of the absence and each subsequent day of absence, and advise when their child is expected to return.
- Provide the academy with more than 1 emergency contact number for their child and update accordingly.
- Ensure that, where possible, appointments for their child are made outside of the academy day.

### **3.8 Pupils**

Pupils are expected to:

- Attend every day on time

### **3.9 The Local Authority**

The Local Authority is legally obliged to:

- Provide a strategic approach to improving attendance and ensure that it is a key focus of all frontline services
- Provide access to the School Support Team
- Enable opportunities to share effective practice
- Work with academies to issue legal interventions

## 4. Recording Attendance

### 4.1 Attendance Register

At Warren Academy, we keep an attendance register of all pupils on the academy roll.

We will take our attendance register at the start of the first session of each day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Late

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

**DfE attendance codes can be found in appendix 1.**

We will also record:

- Whether the absence is authorized or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The school day at Warren Academy starts at 8.50am. Pupils must arrive by this time every day. The school gates open at 8.40am and do the doors to the classrooms. The door and the playground gate will close at 8.50. If your child arrives after this time, they will be classed as late

The register for the first session will be taken at 8.50am and will be kept open until 9.20. The register for the second session will be taken at 1.pm.

## **4.2 Unplanned Absence**

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 8.50am or as soon as practically possible by calling the Academy office on 0115 9153670 by text or by email.

It is the duty of the parent / carer to notify the school when their child is absent. They must inform a member of staff from the office or the attendance officer by way of telephone, e-mail, school comms or in person with the reason for their child's absence and how long they plan to be absent for.

We will mark absence due to illness as authorized unless Warren academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, Warren academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorized, and parents/carers will be notified of this in advance.

## **4.3 Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment.

A leave of absence form can be accessed from the school office and should be completed by the parent/carer prior to the planned absence.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of the academy for the minimum amount of time necessary.

The pupil's parent/carer must also apply for any other type of term-time absence as far in advance as possible of the date or dates of the requested absence.

## **4.4 Lateness and Punctuality**

A pupil who arrives late:

- Before the register has closed, will be marked as late, using the appropriate code 'L'
- The register closes at 9.20am.
- After the register has closed will be marked as absent, using the appropriate code 'U' which signifies that the pupil arrived after the official closing of the register and denotes an unauthorized absence.
- If your child arrives after 8.50am they will be given a 'late' card to notify their teacher, they have arrived past the official start time.
- If your child continues to persistently be late, the academy will arrange to meet with the parent carer to understand the reasons why lateness is an issue. The academy will respond to support the needs of the child and the family to promote better punctuality to school.

- If the issue of punctuality continues to persist, the academy will refer the family to services for further support, for example Early Help or to the Education Welfare Service. The school will also consider a referral to Nottingham City Children and Family Services if there is a persistent issue which the parent or carer is failing to improve.

#### **4.5 Following up Unexplained Absence**

Where any pupil we expect to attend does not attend, or stops attending without reason, the academy will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy is unable to reach any of the pupils' emergency contacts, they may conduct a home visit to ascertain the reason for the child's absence. If the child cannot be located, further action may be taken, including referring to social services or contacting the police. The academy will post a home visit leaflet to inform the family that a home visit has been conducted.
- Identify whether the absence is approved or not.
- Identify the correct absence code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving the School Attendance Support Team and or other frontline services.

#### **4.6 Reporting to Parents/Carers**

The academy will keep parents informed about their child's attendance and absence levels regularly. At the end of each half-term, each child will receive an attendance certificate indicating their attendance rate. If their attendance rate is above 96%, they will receive a green certificate. If it falls between 90-95%, they will receive a yellow certificate, and if it falls below 90%, they will receive a red certificate. If a child's attendance falls between 95-96%, their attendance will be monitored weekly, and the parents will be notified of any improvements or regression by letter.

If a child's attendance falls below 90% (more than 10% of the time off), the school will send written communication to the parent or carer to inform them that the child's attendance is being monitored daily. If the child's attendance does not improve, further steps will be taken, and the parents or carers will be notified of these in writing.

Class attendance is reported every week via the school newsletter and celebrated on a weekly basis. Attendance is reported to all parents and carers on their child's annual academic reports.

## **5. Authorised and Unauthorised Absence**

### **5.1 Approval for Term-time Absence**

Only exceptional circumstances warrant a leave of absence. XXXX academy will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the Headteacher to

determine the length of the time the pupil can be away from school. As Headteachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, and in accordance with any leave of absence request form (Appendix 3), accessible via the school office. The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence may** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorized only when a traveler family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil is attending educational provision.

## **5.2 Pupils with Medical Conditions or Special Educational Needs and Disabilities**

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory school age and who
- are permanently resident in the local authority and
- who are not in school for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include: disabilities, physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required, including details of the health problem, how long the condition is expected to last, the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

## **5.3 Children Missing Education (CME)**

The academy recognises that early intervention is necessary to identify the existence of any underlying safeguarding risk, and to help prevent the risks of a child going missing in education. The academy will:

- Follow absence procedures
- Make a referral to CME if information is obtained that the family have moved out of area, with no forwarding school/academy
- Make a referral to CME if a pupil has not returned after 10 days and there has been no contact with the family, despite efforts made by the academy
- Work closely with the Children Missing Education (CME) Officer to identify a pupil's current whereabouts/destination
- Agree with CME an appropriate time and category to remove the child from the academy roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Contact the Local Authority via CME after 20 school days of absence, to discuss whether to remove a pupil from the academy roll. The final decision about removal from the academy roll remains with the Headteacher.
- The academy will create a 'lost pupil' record on the national Lost Pupil's Database School to School (s2s) to assist future schools and Children Missing from Education Officers to identify and locate children

#### **5.4 Legal Sanctions**

The academy can refer parents to the local authority where they do not ensure that children attend school. Parents can be fined for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, via a fixed penalty notice (FPN), each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorized absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute.

## **6. Strategies for Promoting Attendance**

Attendance is celebrated every week at Warren Academy.

Each Friday, the Academy celebrates attendance in an attendance assembly. The top two classes with the best attendance each week are awarded a spin on the 'Attend-olly' board and receive the prize they land on.

The children are reminded weekly of the whole school attendance target of 96% at this time.

The class with the best attendance over each half-term will receive a reward at the end of that half-term. This is arranged by the attendance officer and Head of school and organized with the class teacher.

Attendance is also celebrated each week in the newsletter, which is sent out to parents and carers every Friday afternoon. There is also publicity around the school site of what attendance on a weekly basis including on the main entrance to school for parents.

## **7. Attendance Monitoring**

Attendance at Warren Academy is monitored daily, and appropriate action will be taken if a child is absent without any communication with the academy. The attendance officer reviews attendance weekly to track patterns and identify any child whose attendance is becoming a concern or has been a concern.

The school uses a 'traffic light' system every week to monitor attendance. Pupils with attendance of 96% and above are in the green zone and require little or no further action. Pupils with attendance between 96% and 90% are in the amber zone, and their attendance is carefully monitored by the school. The school sends letters to parents informing them of the child's absence and that the school is monitoring their child's attendance. If no improvement is shown, a meeting will be held in school.

Pupils with below 90% attendance and no satisfactory reason are in the red zone. They will be invited to a meeting with parents/carers to discuss their child's attendance. At this stage, no further absence is authorized without medical evidence, and the parent is informed of this. An attendance improvement plan is implemented, and the parent/carer is also informed that further absences may be referred to the Education Welfare Service.

The academy also uses the Nottingham City graduated Response to Attendance model to support improvements in individual attendance. The table on the next page highlights examples of actions that the academy will take in line with individual attendance: The academy attendance officer tracks and analyses the attendance of specific groups each half term.

<p style="text-align: center;"><b>0-2 DAYS OFF</b></p>	<p style="text-align: center;">99-100%</p>	<ul style="list-style-type: none"> <li>• Attendance matters sessions</li> <li>• Acknowledge consistent weeks and 100% weeks</li> <li>• Discuss tutor group/ overall class attendance and offer praise to movers</li> <li>• Tutor to discuss 96% attendees with Attendance Officer</li> <li>• Request notes for unauthorized absences and update relevant systems</li> <li>• Talk with parents and students regarding attendance levels dropping</li> <li>• Trigger first attendance letter for children falling within 96-98% attendance category and phone call home</li> <li>• School to complete home visit</li> </ul>
<p style="text-align: center;"><b>4-7.5 DAYS OFF</b></p>	<p style="text-align: center;">96-98%</p>	
<p style="text-align: center;"><b>9.5 -17 DAYS OFF</b></p>	<p style="text-align: center;">93-95%</p>	<ul style="list-style-type: none"> <li>• Acknowledge improvement in attendance for the students who have moved into this category from the below categories.</li> <li>• School staff to have weekly check ins.</li> <li>• School to complete home visit</li> <li>• School to consider Early Help assessment to highlight barriers to learning and offer support (requirement for LA)</li> <li>• School to arrange a parent meeting to develop an attendance plan, which includes a parent contract. It is an expectation that the plan is agreed and signed by the parent/carer and pupil (where appropriate) at the meeting – second letter to be sent.</li> </ul>
<p style="text-align: center;"><b>19 – 25 DAYS OFF</b></p>	<p style="text-align: center;">90-92%</p>	<ul style="list-style-type: none"> <li>• Acknowledge improvement in attendance for the students who have moved into this category from the below categories</li> <li>• At 90% - letter to parents advising them that EWS will be informed of their child's attendance</li> <li>• EWO to arrange a Targeted Support Meeting with school to discuss individual students. If appropriate, the EWO will then agree suitable cases to discuss with EWSp</li> <li>• EWO will request a case supervision with an EWSp where Requests for Service will be agreed. Should any Requests for Service be unsuitable, recommendations will be sent to the Attendance Officer</li> <li>• EWO will conduct a home visit and deliver an invitation to an Attendance Panel at Loxley House</li> <li>• School to maintain contact with the family and continue with their attendance procedures; telephone calls, home visits etc</li> <li>•</li> </ul>
<p style="text-align: center;"><b>27+ DAYS OFF</b></p>	<p style="text-align: center;">Under 89%</p>	<ul style="list-style-type: none"> <li>• Acknowledge improvements in attendance</li> <li>• Letter to parent/s informing them that a referral has been made to EWS</li> <li>• EWS procedure begins</li> <li>• School to maintain contact with the family and continue with their attendance procedures; telephone calls, home visits etc</li> </ul>



### **7.1 Monitoring Attendance**

The academy will:

- Monitor attendance and absence data trends on a half-termly, termly, and yearly basis in relation to whole cohorts and distinct pupil groups.
- Monitor individual pupil attendance, absence and punctuality on a daily and weekly basis
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average, and share this with the governing board.

### **7.2 Analysing Attendance**

The Academy will

- Analyze attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using Data to Improve Attendance**

The academy will:

- Provide regular attendance reports to class teachers, and other academy leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **7.4 Reducing Persistent and Severe Absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement
- Provide access to wider support services to remove the barriers to attendance
- Use all available legal means at the academies disposal to challenge situations where there is severe and persistent absence

## **8. Policy Review**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum once per year by Kellie Salam and Marcia Neat. At every review, the policy will be approved by the AGB.

## **9. Links with Other Policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Equality policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

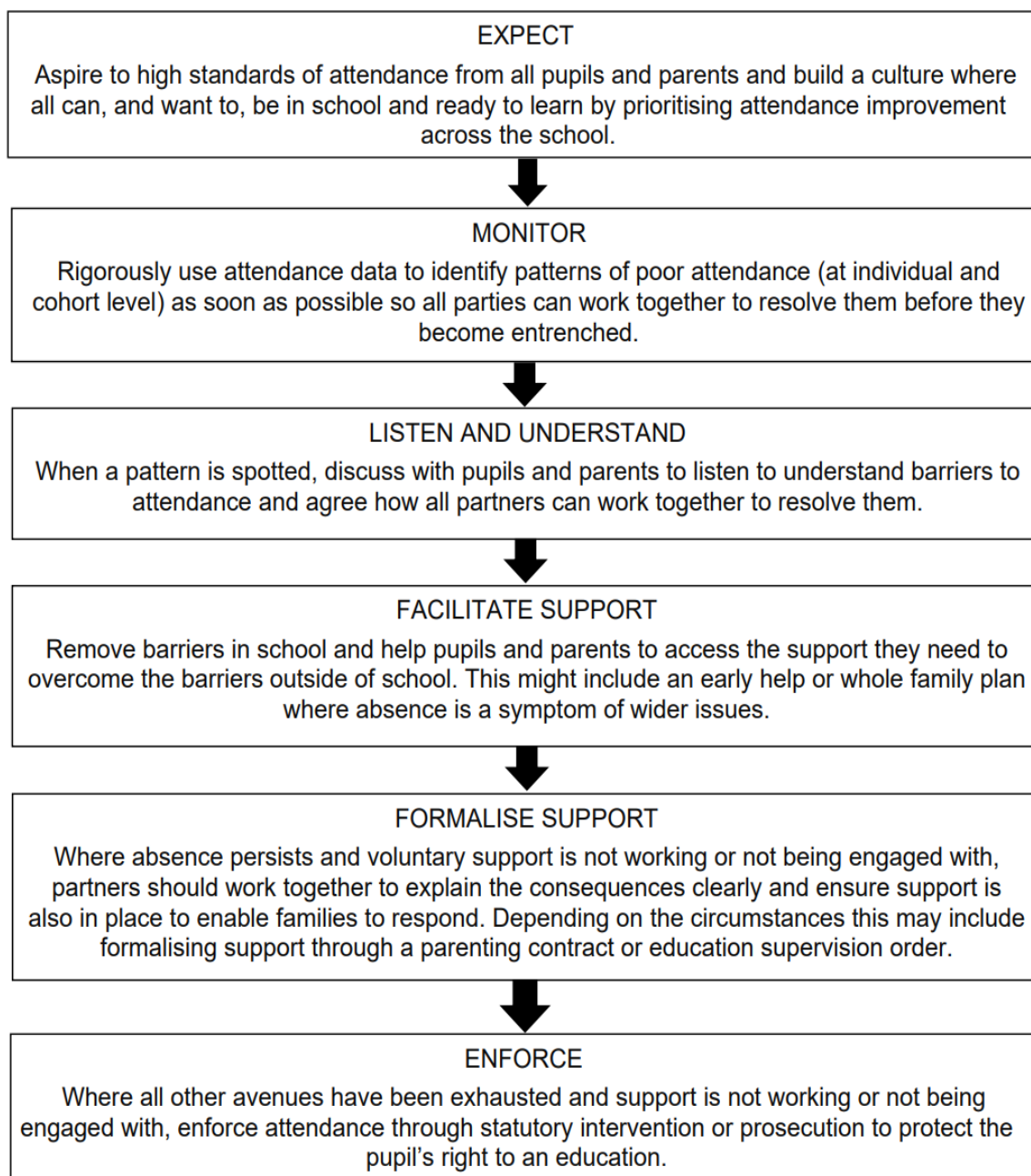
Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2:

### Flow chart of promoting good attendance



Appendix 3

# Absence request Form

Pupils Name \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ Class \_\_\_\_\_

Day(s) of requested absence: \_\_\_\_\_

Reason for the request:

**I/we have read the information on the reverse of this application and consent to the terms and conditions of the school:**

Signed: \_\_\_\_\_ (Parent/Guardian)

Note: A pupil may only be granted leave of absence from school in exceptional circumstances up to a maximum of 5 days in any school year (September – July inclusive).

**For office use only:**

Date Received \_\_\_\_\_

Percentage attendance: Current \_\_\_\_\_ Last 12 months \_\_\_\_\_

Any further action required: \_\_\_\_\_

Outcome of discussion with parents \_\_\_\_\_

Request authorised [  ]

Request unauthorised [  ]

Reasons request is authorised: \_\_\_\_\_

\_\_\_\_\_

Request for leave letter sent		Date:
Copy of this form sent to parent		Date:
Name child on leave		Date
Referral to EWS letter sent to parent		Date:
Referral to EWS		Date:

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on average attainment.

The Government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the students records. As you may be away an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

#### Term-time Holiday from September 2013

Amendment to the Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. ***Please note it is in our policy to fine Parents who choose to take their children on Holiday during term time.***

#### Fixed Penalty Notices

With the implementation of the Anti Social behaviour Act (2003) the local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school. Amendments to 2007 regulations will reduce the timescale for paying a penalty notice. Parents must, from September 2013, pay £60 within 21 days or £120 within 28 days.