



# Attendance Policy

Policy reviewed by Academy Transformation Trust on	September 2017
--	----------------

This policy links to:	Located:
<ul style="list-style-type: none"><li>✓ Behaviour for Learning Policy</li><li>✓ Safeguarding Policy</li><li>✓ Child Protection Policy and Procedure</li><li>✓ E-Safety Policy</li><li>✓ Pupil Premium Policy</li></ul>	

Review Date – July 2020



## **Our Mission**

To provide the very best education for all pupils and the highest level of support for our staff to ensure every child leaves our academies with everything they need to reach their full potential.

We promise to do everything we can to give children the very best education that gives them the best opportunity to succeed in life. All of our academies have it in them to be outstanding and achieving this comes down to our commitment to our pupils, staff and academies.

## **Our commitment**

We are committed to taking positive action in the light of the Equality Act 2010 with regard to the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership.

We will continue to make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage.

## **Introduction**

ATT believes that children and young people's attendance is paramount to their life chances. Good attendance is the responsibility of all members of staff at each ATT academy and the broader community in which it serves. All ATT pupils should be encouraged to attend school regularly and punctually by the implementation of specific measures outlined in this policy, alongside academy intervention strategies.

## **Aims of the Attendance Policy**

The implementation of this attendance policy will encourage all pupils to attend school regularly and ensure both parents/carers and their children understand the importance of good attendance and punctuality in the development of character and resilience.

The content of this policy encourages all pupils to reach their true potential and become independent learners, who value the importance of application, perseverance, initiative and independence of thought and actions, both individually and through cooperative endeavours.

## Contents

1	Attendance monitoring	5
2	Encouraging good attendance	5
3	Absence and attendance codes	5
4	Procedures for tracking attendance	6
5	Truancy	6

## 1 Attendance monitoring

- 1.1 Specific measures to monitor attendance must be embedded and regularly checked to ensure the safeguarding of all pupils through specific and tailored interventions, agreed with The Trust;
- ✓ Registering pupils accurately and efficiently
  - ✓ Setting attendance targets for individual pupils and year groups, in line with national expectations
  - ✓ Monitoring attendance of vulnerable groups in relation to national figures for all pupils
  - ✓ Using Pupil Premium funding to address persistent absence of Pupil Premium pupils, regularly monitoring the impact of such interventions
  - ✓ Contacting parents the same day when reasons for absence are unknown or unauthorised
  - ✓ Regularly monitoring pupil attendance and punctuality, reporting overall absence and persistent absence rates for all pupils to ATT
  - ✓ Persistently monitoring low attenders over time to ensure rigorous intervention strategies are provided
  - ✓ Reporting school attendance statistics to ATT, Academy Committee, parents, Local Authority (LA) and DfE as appropriate.

## 2 Encouraging good attendance

- 2.1 Academies must proactively reinforce good attendance and encourage improved attendance by using such measures as;
- ✓ Verbal encouragement and praise
  - ✓ Formal recognition, such as attendance certificates and assemblies
  - ✓ Academy rewards systems
  - ✓ Seeking good practice from other ATT academies.

## 3 Absence and attendance codes

- 3.1 The national absence and attendance codes enable academies to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps academies, ATT, local authorities and the Government to gain a greater understanding of the level of, and the reasons for absence. There should be no pre-population of codes and individual academy tracking systems, which monitor the whereabouts if pupils educated off-site, must be robust and quality assured regularly.
- 3.2 Details of the codes and Government guidelines regarding school attendance can be found in the following document:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564599/school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf)

## 4 Procedures for tracking attendance

- 4.1 When a pupil is absent, academies must contact home the same morning of the first absence to establish the reason why.
- 4.2 Attendance patterns must be monitored, with strategic interventions implemented.
- 4.3 Academies will work in partnership with a designated EWO and relevant external partners, inviting parents into school for an attendance meeting when a pupil's attendance falls below Government guidelines and cause concern.
- 4.4 Academies have internal structures to monitor all pupils' attendance with allocated staff accountable for attendance monitoring and interventions.
- 4.5 A pupil is deemed late if they are not present at the beginning of the academy day, unless agreed and authorised by the academy prior to the date. If a pupil arrives after 9:30am, they will be recorded as having an unauthorised absence.
- 4.6 Pupils who achieve 100% attendance each term will receive recognition from the academy.
- 4.7 Pupils who have completed a whole academic year without absence will receive recognition.
- 4.8 If a pupil is absent from school, the absence will be authorised through communication from parents on the day of absence and also in writing when they return to school.
- 4.9 If a pupil is being monitored by the Educational Welfare Service, the academy will seek medical verification is provided in order for the absence to be authorised.
- 4.10 Absences of 10 sessions or more will not be authorised unless medical verification is provided in the form of an appointment card, prescription counter foil, doctor's note or packaging for medication.
- 4.11 Holidays taken during term time will not be authorised by the academy.
- 4.12 At any time during an absence, an academy representative may visit in order to satisfy safeguarding regulation and offer support when necessary.

## 5 Truancy

- 5.1 Truancy is when a pupil is absent from the academy for any reason other than:
  - ✓ Illness of the pupil
  - ✓ When parents/carers have obtained the academy's prior permission by providing a detailed explanation for a request of absence in order for the academy to determine if the absence will be authorised.

- 5.2 The sanctions for truancy will be supported by the academy's Behaviour for Learning policy. If a pupil is absent without explanation when the register is called, an allocated member of the attendance team should contact the parents on the same day of absence. The absence should also be followed up with the parents/carers to ensure that a written note is received explaining the absence. Where no reply is received, a further letter should be sent as part of the academy attendance procedures.
- 5.3 When a pupil is missing from their lesson for no apparent reason, academy staff should inform the attendance team, who will follow the academy procedures, so that the pupil's absence can be further investigated. Subject teachers should monitor their class registers to check for patterns or irregular attendance.
- 5.4 Under the Crime and Disorder Act 1998, the police have powers to remove truants found in public places and to return them wither to their schools or a place of designated safety.
- 5.5 Internal Truancy is either, registering and then leaving school or missing particular lessons.
- 5.6 A register should be marked by the class teacher in every lesson as a safeguarding measure. A designated member of staff should check the missing register report throughout the day and report any registers that have not been completed. All incidents when pupils receive an absence mark during the day should be checked with the subject teacher. If internal truancy is discovered, the location of the pupil is priority due to safeguarding. Persistent offenders will be sanctioned in-line with the Behaviour of Learning Policy.
- 5.7 All children of compulsory school age should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents have the legal responsibility for ensuring that their child attends regularly. Parents/carers have an important role in their child's education; therefore to support academies fully they must be as informed as possible in any communications or discussions regarding any attendance issues.
- 5.8 Pupils are actively encouraged to attend school regularly and to arrive punctually at the academy and at the start of lessons. Pupils should inform staff if there is a problem that may lead to their absence (e.g. bullying, racism, personal issues etc.) Pupils will pass on absence notification from parents to their tutor.
- 5.9 The Local Authority for each academy has a statutory responsibility to ensure that parents of a child of compulsory school age have registered their child at a school and they attend regularly. If a parent fails to do this the LA may bring prosecution under the Education Act 1996. Parents are legally responsible for ensuring that your child attends school regularly and is punctual. If parents fail to ensure this they are committing an offense under the Education Act 1996 which may lead to a fine of up to £2500 and/or a prison sentence. Parents may be issued with a penalty notice.
- 5.10 The LA in conjunction with the academy may issue a Penalty Notice if a child has 10 or more unauthorised sessions where the pupil's attendance is causing concern and. Or below 90%, if the pupil has been excluded from school and is found in a public place during the first 5 days of exclusion, late after the register has closed or has holidays in

term time. The Penalty Notice is per child for each parent. The fine is to be paid within 21 days of receipt of the notice. Failure to pay the fine and the amount is doubled, to be paid within 28 days of the initial notice. Non-payment of fines can lead to prosecution under the Education Act 1996. Academies will ensure that the register is marked with the standardised codes in accordance with the 206 registration regulations.