

# Attendance for Learning Policy

## Contents

1. Regulations, Definitions and the Trust Approach .....	4
1.1 General.....	4
1.2 Aim.....	4
1.3 Admission Register .....	5
1.4 Taking the Attendance Register.....	5
1.5 Authorised Absence .....	5
1.6 Approved Educational Activity.....	6
1.7 Exceptional Circumstances.....	6
1.8 Leave of Absence.....	7
1.9 Holiday Leave.....	7
1.10 Short Term Leave.....	8
1.11 Taking a Pupil off the Admissions Register and Making Entries .....	8
1.12 Preservation of Registers.....	8
1.13 Use of Computers .....	8
1.15 Inspection and Census.....	9
1.16 Safeguarding .....	9
1.17 Monitoring and Review.....	9
2: Routines to be undertaken by each Academy.....	10
2.1 Electronic Storage of Data .....	10
2.2 Attendance Data - Half termly monitoring.....	10
2.3 Termly and Annual Monitoring .....	10
2.4 Procedures for Pursuing Questionable or Persistent Absences .....	11
2.5 Procedures for Following Up Absences That Are 'Unauthorised' .....	12
2.6 Positive Actions to Encourage Good Attendance and Punctuality .....	12
2.7 Steps to Reintegrate Pupils Who Have Had Extended Absence .....	12
2.8 The Wider Staff Body .....	12
2.9 Involving Parent/Carers.....	13
2.10 Involving Pupils .....	13
2.11 Work with External Agencies .....	13
3: Punctuality.....	14
3.1 Late arrivals/Punctuality .....	14
3.2 Procedures .....	14
3.3 Consequences of lateness.....	15
4: Roles and Responsibilities.....	16
4.1 The CEO, on behalf of the Board of Directors will: .....	16
4.2 The Principal will: .....	16
4.3 Senior Leader with delegated responsibility for attendance (if not the Principal) will: ....	16

4.4 The Trust Network Manager will: .....	17
4.5 The Data Manager / Office Manager will: .....	17
4.6 The Cover Organiser (SCHA) will: .....	17
4.7 The Pastoral Leads will: .....	17
4.8 Attendance Officer.....	17
4.9 Curriculum Leaders/Year Leaders/Phase Leaders will: .....	18
4.10 Form Tutors and class teachers will: .....	18
4.11 Classroom Teachers will: .....	19
4.12 Pupils are required to: .....	19
4.13 Parent/Carers Have the Following Role in Relation to Pupils: .....	19
Appendix 1 - Taking a pupil off the register (2006 regulations).....	20
Appendix 2 - Absence and Attendance Codes .....	23
Appendix 3 - SCHA Attendance for Learning Procedures .....	28
Appendix 4 - VPA Attendance Procedures Table.....	31
Appendix 5 - OA Attendance Procedures Table.....	34
Appendix 6 - EVPA Attendance Procedures Table .....	36
Appendix 7 - Time Off for Illness Guidelines .....	38

## 1. Regulations, Definitions and the Trust Approach

### 1.1 General

Parent/carers or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at a school or otherwise. (Education Act 1996)

Under the provisions of the **Education Act 1996 (s434)** and the **Pupil Registration Regulations 1995**, and the **Education (Pupil Registration) Regulations 2006 (as amended 2010, 2011, 2013, 2016)**, the school or academy must keep an attendance register.

The DfE publishes two key documents which should be consulted along with this policy:

Name	Note on content	Latest review date
<a href="#">School Attendance: Guidance for maintained schools, academies, independent schools and local authorities</a>	Non-statutory guidance giving the governments perspective on the legislation and the interpretation of it	August 2020
<a href="#">School Attendance Parental Responsibility Measures: Statutory Guidance for local authorities, school leaders, school staff, governing bodies and the police</a> (November 2013)	Statutory guidance pertaining specifically to legal action, including fixed penalty notices and parent contracts	5 <sup>th</sup> January 2017

Each academy is registered with the Information Commissioner under the **Data Protection Act**.

This policy meets the requirements of "Keeping Children Safe in Education" September 2021.

### 1.2 Aim

The Board of Directors and each academy are committed to a positive policy of encouraging pupils to attend regularly. Each academy will work with parent/carers, and pupils to secure this aim.

The purpose of this attendance policy is to ensure that each academy has efficient systems, known to all, ensuring that pupils who should be attending have registered twice daily, or a reason for non-attendance is known to the academy. Roles and responsibilities are clarified and the academy's procedures are detailed.

The aims of this policy are:

- Good and improving levels of attendance in all year groups in the academy
- Constant scrutiny of attendance records to ensure there are no specific groups for whom attendance is a problem
- Keeping children safe, as attendance is a key part in the monitoring of safeguarding. This policy links to Children Missing from Education, FGM, Child Protection and Prevent Policies

- Good communication between class teachers, form tutors, pastoral team and Directors of Year with education welfare staff to ensure good monitoring
- Rigorous investigation of the reasons for pupils' absence
- Appropriate recognition and rewards for pupils with good and improving levels of attendance
- Appropriate work with the families of pupils who are poor or inconsistent attenders causing concern in any way
- Good levels of attendance in specific periods e.g. on Mondays and Fridays, the day preceding a holiday
- Good levels of punctuality throughout the school day
- Good procedures for monitoring post-registration truancy
- Follow-up of absence causing concern with appropriate bodies e.g. FGM, Forced Marriage, CSE, Prevent, Abuse and Neglect.

### 1.3 Admission Register

The admission register for each academy shall contain an index in alphabetical order of all pupils at the academy and shall also contain the following particulars of every pupil:

- Name in full
- Sex
- Name and address of every person known to the academy to be a parent/carer of the pupil and, against the entry on the register of the particulars of any parent/carer with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent/carer can be contacted in an emergency
- Day, month, and year of birth
- Day, month and year of admission or re-admission to the academy; and
- Name and address of the school or academy last attended.

For the purposes of the 2006 regulations a pupil is only a pupil at an academy from the beginning of the first day on which the academy has agreed, or has been notified, that the pupil will attend the academy.

### 1.4 Taking the Attendance Register

The register must record the following:

- whether the student is present, absent, or attending an approved educational activity
- When a student of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence (see 1.5 below)
- the nature of the approved educational activity (for a student of compulsory school age) see section 1.6.

### 1.5 Authorised Absence

Absence shall be treated as authorised if:

- (a) the student has been granted leave of absence (see 1.8 – 1.10)
- (b) the student is unable to attend -

(i) by reason of sickness or unavoidable cause (see 1.7);

(ii) on a day exclusively set apart for religious observance by the religious body to which his parent/carer belongs.

Where the reason for a student's absence cannot be established at the time when the register is taken, that absence shall be recorded as unauthorised and any subsequent correction to the register recording that absence as authorised shall be made in accordance with regulation 13 and as soon as practicable after the reason for the absence is established by the person with responsibility for completing the register.

#### *Distance from the academy*

A student will *not* have failed to attend regularly if the parent can prove that the academy is not within walking distance (defined as two miles for children under 8 and three miles for children over 8), in each case measured by the nearest available route, and where the LA has not made suitable arrangements for:

- transport
- boarding
- changing to another school/academy nearer to the home.

Where there are such occurrences a Senior Leader in the Academy will consult with the LA, and the Principal as appropriate. The absence can be coded as an exceptional circumstance, see 1.7 below.

### **1.6 Approved Educational Activity**

An 'approved educational activity' is defined as:

- one taking place off the academy premises;
- approved by a person authorised by the Principal;
- supervised by a person approved by the Principal;
- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in higher or further education; and
- Link Courses where pupils attend an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location while remaining on roll and under academy supervision (e.g. sick children being taught at home), or attending approved sporting activity.

### **1.7 Exceptional Circumstances**

The exceptional circumstances in which a pupil may be marked as unable to attend are where:

(a) the academy site, or part of it, is closed due to unavoidable cause, such as adverse weather, at a time when pupils are due to attend; or

(b) in the case of a pupil for whom transport is provided by the academy or a local

education authority, and whose home is not within walking distance of the academy, that transport is not available.

### 1.8 Leave of Absence

(1) Leave can be granted only by the Principal or Vice Principals. Parent/carers will be expected to use the academy's official leave of absence request form. Leave may be granted as *short term leave* (see 1.10) or *holiday leave* (see 1.9).

(2) Leave of absence shall not be granted to enable a pupil to undertake employment (whether paid or unpaid) during academy hours except—

(a) employment for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963<sup>[7]</sup> under the authority of a licence granted by the local authority under that section; or

(b) employment abroad for the purpose mentioned in section 25 of the Children and Young Persons Act 1933<sup>[8]</sup> where a licence has been granted under that section by a justice of the peace.

(3) Subject to paragraph (4), a pupil may (in exceptional circumstances, see 1.9) be granted leave of absence from the academy to enable him/her to go away on holiday where —

(a) an application has been made in advance to the proprietor by a parent/carer with whom the pupil normally resides; and

(b) the Principal or authorised person (paragraph 1) considers that leave of absence should be granted due to the special circumstances relating to that application. It should be noted that this will only occur in the most exceptional of circumstances (see paragraph 1.9)

(4) Save in the most exceptional circumstances, a pupil shall not in pursuance of paragraph (3) be granted more than five school days leave of absence in any school year.

### 1.9 Holiday Leave

Parents can be given leave by the academy to take a child on a holiday but only in **exceptional circumstances**. The latest regulations have removed references to family holiday and extended leave as well as the statutory threshold of ten school days. 'Exceptional circumstances' are granted and at the discretion of the Principal.

As a matter of principle the academies within the Trust will discourage parents and carers from planning term-time holidays.

Should a pupil go on holiday this will count as an unauthorised absence on our records.

Should parents/carers wish to remove their child from the academy for a period of time a "Leave of Absence" form should be completed and handed into the Attendance Officer, this is in order to track the whereabouts of the child as a part of our safeguarding procedures.

### 1.10 Short Term Leave

The Academy can legally grant short term leave for family reasons. It is for the Principal or designated persons (see 1.8) to determine the reasonableness.

Where a pupil becomes pregnant leave will be given of no more than 18 weeks after which the absence would be unauthorised. The academy will do all it can to support the pupil remaining in school as long as possible.

Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded. Staff and pupils are encouraged to make general and check-up appointments outside school hours.

The academy may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Principal will set a time limit for such absences in consultation with the Principal. The Principal may also seek advice from the pastoral team or appropriate agencies before coming to a decision.

### 1.11 Taking a Pupil off the Admissions Register and Making Entries

The Principal will authorise the taking of a pupil's name off the register in accordance with the current (2006) Regulations. The Data Team, will undertake the changing of the admissions register. These are detailed in Appendix 1. Attendance codes are attached to this policy in Appendix 2.

### 1.12 Preservation of Registers

The SIMs computer system maintains all attendance records for at least the three year period required by law and is fully protected in accordance with current legislation (see 1.13). Paper copies are no longer required.

### 1.13 Use of Computers

(1) The 2006 Regulations allows the keeping of an admission or attendance register by means of a computer.

(2) To fulfil the 2006 requirements an additional back-up copy of the admission register and the attendance register will be made **monthly** in the form of an electronic copy. Arrangements for the storage and back-up of this information is controlled locally by each academy (see section 2).

(3) The persons authorised to inspect and take extracts from the admission register (OFSTED and LA/DfE) and the attendance register are permitted to inspect and take extracts from those registers kept by means of a computer and the additional back-up copies made in accordance with paragraph (2).

(4) Where any correction to an original entry in the registers is made, any register kept by means of a computer and any print made of any such register after the correction distinguish clearly between the original entry and the correction.



(5) Each additional back-up copy of the admissions register and the attendance register made in accordance with paragraph (2) and relating to a particular school year is retained for a period of three years after the end of that school year.

### **1.14 Fixed Penalty Notices**

The Trust supports the county council policy and local way of working with regard to the issuing of fixed charge penalty notices to parents. Our procedures outlined in section 2 are constructed to support the requirements for the collection of evidence to allow fixed penalty notices to be issued to parents whose children fail to attend.

- the academy collects and holds data on student attendance and punctuality. These data are passed to the local authority as a part of the referral process for poor attenders (see 2.9)
- the local authority sets the criteria which attract a fixed penalty notice in its Code of Conduct
- the academy actively pursues the referral of families of poor attenders to the county council for fixed penalty notices as a part of our wider attendance improvement work
- the academy will seek to work with families as a part of a formalised process before referring in most cases (the exception being those students who are absent unauthorised for five consecutive school days or more, for example extended family holidays in term time). See section two for details.
- the academy individually and the academy trust do not directly impose or collect revenues from fixed penalty notices. This is administered by the county council.

### **1.15 Inspection and Census**

The Principal will ensure that the Academy Admission and Attendance Registers are available for inspection by HMIs and registered inspectors. Additionally with the Attendance Officer will ensure that data is accurate and up to date for DfE and LA downloads, and the school census.

### **1.16 Safeguarding**

The trust and each academy recognises the key role that attendance procedures and procedures relating to the admissions register play in keeping children safe and avoiding children missing from education. Safeguarding procedures are woven through the attendance procedures as outlined in section 2 and seen as a central part of the Attendance Officer role. Procedures stated within this policy comply with the requirements of our Safeguarding policies.

### **1.17 Monitoring and Review**

The Principal/Academy attendance leader will review the working of this policy with the academy leadership group and make at least annual reports to the CEO and Board of Directors/Academy Committee.

## 2: Routines to be undertaken by each Academy

### 2.1 Electronic Storage of Data

Sir Christopher Hatton Academy – This will be undertaken by the Network Manager. The admissions register and the attendance register will be stored in the Network Manager's office.

Victoria Primary Academy – This is overseen by the Attendance and Communications Officer. It is stored on SIMS. Paper copies are printed as an emergency register and are shredded once used. The admission register is stored on SIMS.

Oakway Primary Academy - This is overseen by the Data Administrator. It is stored on SIMS. Paper copies are printed as an emergency register and are shredded at the end of each session. The admission register is stored on SIMS.

Ecton Village Primary Academy – This is overseen by the Office Administrator. It is stored on SIMS. Paper copies are printed as an emergency register and shredded at the end of each session. The admission register is stored on SIMS.

### 2.2 Attendance Data - Half termly monitoring

Attendance patterns will be monitored termly and a report produced investigating the following:

For am and pm registration and for monitoring post registration and internal truancy:

- Across year groups
- Comparison of attendance rates for each half term accounting for in year variations (e.g. higher sickness in Winter)

### 2.3 Termly and Annual Monitoring

Detailed reports will be produced by the Attendance Officer which may include the following:

- Detailed examination of particular time periods
- Benchmarking against other schools and national data especially those in similar circumstances
- Link between attendance and attainment
- Use of data to evaluate the effectiveness of provision or interventions
- Different days of the week
- Changes as the term progress
- Each tutor group/class overall and in the morning and afternoon
- Reasons for absence
- SEN pupils
- Rates by ethnic group
- Pupil premium year group
- Rates by gender
- LAC and vulnerable children including pupils with responsibilities for caring
- Pupils experiencing bullying during that half term

- Monitoring post registration and internal truancy by scrutiny of attendance registers for other lessons.

This data will be used to inform the academy self-evaluation process.

## 2.4 Procedures for Pursuing Questionable or Persistent Absences

1. Attendance Officer will make first day response calls if a call from parent/carers or carers has not been received. This may be via an automated system.
2. If a student is absent for a second consecutive day, a Senior Leader or the Head of Year will contact home if no contact from parents/carers has been made. The Senior Leader or Head of Year will also contact parents/carers for students that are absent on third day following an illness-based absence.
3. Each academy retains a list of known vulnerable students and uses its attendance procedures as a part of its wider safeguarding strategy. Depending on the circumstances around these children, contact with external agencies for example informing social services may be made on every day of absence. For those most at risk the police will be informed immediately. The academy may utilise a 'return to school meeting' for students who are known to be at risk in terms of safeguarding or poor attendance.
4. In the event of consecutive unauthorised absence, referral will be made to the unitary council in order to prevent children becoming missing from education on the tenth day at the latest.
5. Attendance monitoring shows attendance levels for pupils. In Secondary academies those with less than 96.5% attendance will receive an attendance monitoring letter 1 (see Appendix 3). A new target of 96.5% is set over a two week monitoring period. In Primary academies those with less than 96.5% attendance will receive an attendance monitoring letter and this will be determined termly. (See Appendix 4/5/6) A new target of 96.5% is set over a two week monitoring period.
6. If the student fails the two week target monitoring letter 2 will be sent (Appendix 3/4/5/6) and a Parent/Carer Contract Meeting (PCM) with the parent/carers and student will be conducted by the Attendance Officer and/or Head of Year. Students at this level of intervention are required by the Attendance Officer to substantiate each absence with evidence (e.g. an appointment card). All unsubstantiated absences are recorded as unauthorised until the evidence is forthcoming. The target of 96.5% is reiterated and monitored over a further three week period. Pastoral leaders and the academy DSP is made aware of the case at this point.
7. If necessary a letter 3 will be sent and a parent/carers contract review meeting will be held with the Pastoral Team or Senior Leader. EIPT are informed of the case at this stage. The 96.5% target is further reinforced with a final monitoring period of three weeks is established. It is made clear to students and parents/carers that failure to meet this target will result in further EIPT involvement.
8. Students are referred to the Education Welfare Officer/EIPT and/or home visits including the use of fixed penalty notices where appropriate.
9. Legal action via EIPT and further ongoing evidence collected via the Academy.

Should parent/carers or carers provide evidence for absence which is known to be untrue, a letter is sent asking that all absences for a set period are backed up with evidence (e.g. appointment slips).

When students in the process below stage 4 meet the targets a positive letter is sent. Students who 'slip' again are sent a 'slipped' letter and re-established at point 2 of the process (see above) with a 96.5% target and a PCM established.

## 2.5 Procedures for Following Up Absences That Are 'Unauthorised'

- Class teachers are required to either mark students as present or absent (/ or N). Notes and other reasons for absence are recorded on SIMs or passed to the Attendance Officer.
- Attendance Officer to monitor absences to check these have been actioned by the form tutor/class teacher. If this is not the case, the Attendance Officer will make contact with the parent/carers to investigate the absence
- The Attendance Officer is responsible for all coding of absences.
- A letter may be sent to parent/carers to ask for an explanation for the absence
- Any suspicious circumstances are reported directly to the school DSP.

## 2.6 Positive Actions to Encourage Good Attendance and Punctuality

Each academy should develop positive actions to encourage good attendance. For example:

- 100 % attendance certificates and prizes issued termly and annually
- Attendance a significant contributor to the house point systems
- Attendance reported in full reports and discussed at parent/carers tutor day
- School league tables of attendance levels with prizes for the highest performing form groups or classes
- Letters sent to parent/carers or carers when attendance patterns show improvement
- Rewards for pupils who are always punctual.

## 2.7 Steps to Reintegrate Pupils Who Have Had Extended Absence

The response will depend upon the individual child's circumstances and needs. For example, support from the SEN team in addition to the support of the form teacher/class teacher and Phase Leader/Director of Year/Pastoral team.

## 2.8 The Wider Staff Body

- This policy sets out the Trust's agreed procedures. These will be monitored and evaluated. Staff are invited to feedback any comments on this policy and its procedures as part of our aim for continuous progress and improvement.
- Staff should be clear on the importance of good attendance and punctuality to pupil achievement and behavior.
- Staff will receive the necessary training and induction e.g. how to take the register. The Attendance Officer/Senior Leader will be responsible for this and the Principal/Business Manager will ensure that support staff are familiar with the key features of this policy.
- Supply staff will be provided by the cover supervisor with paper registers to be used on their day in the academy. These should be returned to the Attendance Officer/Data Administrator.
- Staff undertaking lesson cover should use SIMs or academy procedure to take the class register.
- The Attendance Officer/Senior Leader will monitor the taking of registers and compliance with the procedures in this policy. Non-compliance will be actioned.
- The Attendance Officer/Senior Leader will monitor the quality of data recorded by staff and undertake any procedures to deal with any concerns.
- Training for specific staff is as required e.g. on the specific needs of young carers.

## 2.9 Involving Parent/Carers

- Parent/carers have a key role in ensuring good attendance at the academy. Our expectations are clearly laid out in the home school agreement and prospectus. In addition parent/carers will be issued with an information leaflet as part of Year 7/Year R induction.
- In addition to the trust letter system, information leaflets may be sent when attendance issues become apparent, especially low level missing of school
- Use academy promotional material, parent/carers' evenings, pupil reviews, and home/school agreements to engage parent/carers/carers
- Communicating clearly with parent/carers about the consequences of truancy and parentally condoned absence
- Provide information to parent/carers on the sanctions for failure to meet their responsibilities, link between poor attendance and reduced attainment, range of support services that parent/carers can access.
- Ensure that parent/carers are clear about what constitutes absence and how these are or are not authorised.

## 2.10 Involving Pupils

- Pupil questionnaires may be undertaken for the whole academy and with selected groups as judged appropriate to identify attendance issues.
- Attendance whole school and for forms/classes is published on the school digital screens and newsletters where applicable.
- Certificates for 100% attendance. Each academy celebrates attendance above 95% with Bronze, Silver and Gold certificates.
- Prizes/certificates for improving attendance.
- Communicating clearly with pupils about the consequences of truancy and parent/carer condoned absence.
- Stressing the importance of punctuality and ensuring all are clear on the sanctions for lateness.

## 2.11 Work with External Agencies

- The Trust academies work closely with the Education Inclusion Partnership team (EIPT), which is the North Northamptonshire Unitary Council provision to improve attendance (see 1.14)
- The 'local way of working' established by EIPT requires that students with ten school days or sessions at Oakway Academy or more of consecutive unauthorised absence (e.g. an extended family holiday in term time) should be referred immediately to them for a fixed penalty notice.
- The 'local way of working' established by EIPT also indicates that students with ten or six at Oakway Academy non-consecutive days of unauthorised absence should be referred to them for consideration for a fixed penalty notice. The Trust procedures for those with low attendance supports this (see 2.2)
- Attendance reporting and procedural responses form a part of the academy's response to welfare and safeguarding concerns. Social services and other agencies are frequently informed of attendance and attendance information is provided to support multi-agency meetings and support networks.

- While attendance frequently forms part of multiagency working team arrangements, trust attendance processes (such as monitoring periods, referrals and letters) will continue alongside these.

### **3: Punctuality**

#### **3.1 Late arrivals/Punctuality**

##### **Definition for Sir Christopher Hatton Academy**

Lateness and post-registration absence procedures are to be understood by all.

There is a warning bell at 8.30am and at 12.55pm to alert staff and pupils that the first session is about to start in 5 minutes. Lateness is defined by the academy as not being in registration form group, lessons on Tuesday or Thursday or the afternoon lesson by the start of school at 8.35 am and 1pm. Teachers and other staff are to be clear that if pupils are not in their class by these times they are considered as late. There is to be no latitude from teachers in the definition of lateness.

##### **Definition for Victoria Primary Academy**

The academy day starts at 8.45am and 1.00pm. Lateness begins from 8.55am and 1.05pm each session.

##### **Definition for Oakway Primary Academy**

The academy day starts at 8.50am and 12.30pm for EY, KS1 and Year 4 or 1.00pm for the rest of KS2. Lateness begins from 9.00am and 12.35pm or 1.05pm dependent on year group.

##### **Definition for Ecton Village Primary Academy**

The academy day starts at 8.50am and 1.00pm. Lateness begins from 9.00am and 1.05.

#### **3.2 Procedures**

##### **Sir Christopher Hatton Academy**

The academy operates a 'late gate'. Pupils arriving between 8.35am in the morning and 8:50am will be met by the attendance officer or SLT Lead at the gate and receive a lunch time detention. Failure to attend the lunch time detention results in an after-school detention on the same day, enforced by learning support staff.

Students arriving after late gate ceases to operate (8:50am) should sign in at student reception. Their name will be added to the late gate list. The detention sanction is then applied.

Students in school who fail to arrive on time to morning registration on Mondays, Wednesdays and Fridays or first lesson on Tuesdays and Thursdays will have their lateness recorded on SIMs. The late gate list is updated and the same sanctions apply.

The disruption to the lesson of the late arrival should be kept to a minimum and no further action at this time is required by the subject teacher who should concentrate upon the lesson.

#### **Victoria Primary Academy**

Children who arrive after 8.50am and for all afternoon sessions arrive through the main entrance and parents/pupils must explain lateness to office staff.

Letters are sent home to parents/carers of pupils with persistent lateness.

#### **Oakway Primary Academy**

Children arriving after 9.00am will be met at the gates by the Attendance Officer or a Senior Leader where they must be able to explain their lateness and this will be recorded on their register certificate along with the time they arrive. Their parent will then wait on the playground for a member of the year group staff or admin team to who will escort their child to class.

Parents of persistently late children will receive a letter and may be asked to attend an attendance clinic with the Welfare Officer.

#### **Ecton Village Primary Academy**

Children who arrive after 9.00 am and for all afternoon sessions arrive through the main entrance and parents/pupils must explain lateness to office staff.

Letters are sent home to parents/carers of pupils with persistent lateness.

### **3.3 Consequences of lateness**

#### **Sir Christopher Hatton Academy**

As described in section 3.2, there is a standard detention response to lateness.

For students who are persistently late, pupils are placed upon report by the Director of Year and reflections may be used to sanction each further incident of lateness.

Letter home to parents/carers or meetings may form part of the individual strategy for particular students.

#### **Victoria Primary Academy**

Lateness does not have a direct consequence for the pupils themselves. Persistent lateness would have intervention to parents/carers from the pastoral team.

#### **Oakway Primary Academy**

Lateness will not have any direct consequence for pupils. Persistent lateness will result in intervention from the Welfare team.

#### **Ecton Village Primary Academy**

Lateness will not have any direct consequence for pupils. Persistent lateness will result in intervention from the Principal.

## **4: Roles and Responsibilities**

### **4.1 The CEO, on behalf of the Board of Directors will:**

- Approve the policy and any proposed changes
- Receive reports from the academy Principals
- Review the working of the policy in the light of the Principal's reports according to the Trust calendar
- Ensure that the policy is promoted and implemented throughout the Trust academies, and is known by the parent/carers
- Use the academy's staff discipline policy to action persistent non-compliance with required procedures
- Authorise changes to the Admissions register

### **4.2 The Principal will:**

- Set attendance targets as part of the development plan and target-setting process
- Monitor progress
- Action instances of non-compliance by staff with the agreed policies and procedures
- Determine (in collaboration with other senior staff) whether to authorise any proposed absences requested on the trust's official form, or absences which have taken place for which no request was made
- Ensure that support staff are aware of the key features of this policy
- Ensure the Attendance Officer receives necessary training and support
- Ensure induction of new staff and supply staff
- Oversee attendance matters pertaining to child safety

### **4.3 Senior Leader with delegated responsibility for attendance (if not the Principal) will:**

- Notify parent/carers as appropriate that if a pupil of compulsory academy age fails to attend regularly his/her parent/carers commit an offence
- Initiate with appropriate staff strategies to improve attendance
- Deal with issues of inadequate registering
- Liaise with the EIPT over persistent absentees
- Liaise with the EIPT and police when they wish to exercise their powers to enforce truants to return to the academy
- Make regular checks on absence notes and the reasons for absence
- Ensure that strategies are in place to promote and implement the policy throughout the academy
- Ensure that unaccounted for absences are followed up
- Produce an annual report with attendance statistics for the CEO and SLT.
- Produce a weekly report on attendance for SLT.
- Advise the CEO and Principals on any strategies that could be initiated or improved and keep the CEO and Principal informed of the progress of the policy
- Arrange appropriate training for staff
- Ensure that data on attendance and punctuality is included in the reports to parent/carers
- Work with the pastoral team to ensure the efficient running of the system
- Meet with parents/carers to conduct parent/carers contract meetings.



#### **4.4 The Trust Network Manager will:**

- Make backup copies of the electronic admissions register and attendance register on a monthly basis and store them for three years in the Network Manager's office.

#### **4.5 The Data Manager / Office Manager will:**

- Make hard copies of the admissions register on a termly basis and store these in the Data Office.
- Make changes to the Admissions Register once authorised by the Principal or CEO
- Lead and complete statutory data returns regarding attendance to the DfE and the LA.

#### **4.6 The Cover Organiser (SCHA) will:**

- Ensure the supply staff are issued with registers for each lesson

#### **4.7 The Pastoral Leads will:**

- Work closely with the Attendance Officer to monitor attendance in the year group and operation of this policy by form tutors
- Ensure that all pupil absences are noted and absence notes received from parent/carers
- Ensure that all registers are completed
- Make regular checks on the efficiency of the registering
- Make regular checks on absence notes
- Ensure that all suspected truancy is followed up and dealt with
- Contact parent/carers over pupil absences where appropriate
- Make reports to the Principal on the efficiency of the system
- Liaise with the Principal over training needs

#### **4.8 Attendance Officer**

- Produce attendance reports termly and annually as detailed above (attendance data)
- Work with staff to ensure awareness of the new pupil registration regulations 2006 and its updates.
- Ensure awareness and compliance with school attendance guidance for maintained school, academies, independent schools and local authorities
- Advise and investigate all issues related to registration codings
- Check that registers have been completed for the am registration
- Check that registers have been completed for pm registration.
- Action non-taking of registers urgently e.g. by sending a memo to staff (if it is an ongoing problem then a senior member of the Academy or Principal/Vice Principal will follow up with staff).
- To check all class registers in the morning to note first day absences and telephone all parent/carers who have not contacted the academy by 9.30am and be up to date with known absences e.g. holiday; those in inclusion etc.
- Keep a record of all telephone calls and keep any letters concerning absence

- Keep all attendance records and parent/carers notes for a minimum of three years. Where a pupil attends irregularly and there is a possibility of legal action attendance records and related communications may be required as evidence in a court action
- Work with Form tutors/class teachers to ensure that notes are received within a week of the absence
- Monitor absences to check these have been actioned by the form tutor or class teacher. If this is not the case, the Attendance Officer will make contact with the parent/carers/carers to investigate the absence. Letter sent to parent/carers/carers to ask for an explanation for the absence
- Weekly generate a list of late comers for morning and afternoon registration. Daily detention to be arranged from this list covered by pastoral staff.
- Work with the SIMs manager to ensure that the DfE and LA statutory returns and accurate and completed on time
- Manage the rewards system for good attendance
- Produce SIMS or Study Bugs reports for the pastoral leads to enable them to monitor regularly absence and lateness to look for patterns and identify low rates of attendance and poor punctuality
- Inform the pastoral team/SLT lead of any pupils causing concern
- With the pastoral team, correspond and liaise with parent/carers of pupils with persistent attendance and punctuality issues
- Monitor staff registers for the lessons of the academy day
- Holiday requests management- check-up academy criteria for authorising and contact parent/carers/carers, and arrange interviews where appropriate.
- Issuing of late slips to pupils and recording their arrival.
- Ensure that attendance data is available and up to date for inclusion in reports to parent/carers and statutory returns
- Actively discourage parent/carers from taking their children out of school for odd days and holidays.

#### **4.9 Curriculum Leaders/Year Leaders/Phase Leaders will:**

- Ensure that registers at each subject lesson is taken by subject teachers using the SIMs system (SCHA)
- Monitor attendance for teaching groups and ensure that pastoral team are informed of issues
- Investigate and report on the relationship between attendance and attainment in their subject area.

#### **4.10 Form Tutors and class teachers will:**

- Ensure that pupils are registered accurately
- Ensure that pupils bring absence notes, and record the content of these on SIMs or Study Bugs. Form tutors are not required to code absences on SIMs
- Follow up cases of unaccounted for absence or unacceptable notes during registration periods and over the school day.
- Keep the pastoral team informed of any signs of suspected truancy
- Inform the pastoral team of any possible underlying problems which might account for absences
- Action poor punctuality in the first instance, this may be done through marking students as 'L' when they are late and informing students of the consequences of poor punctuality, and refer to the pastoral team when necessary

- Actively discourage pupils from taking any days off school and holidays during term time.

#### **4.11 Classroom Teachers will:**

- Ensure that pupils are registered accurately each lesson using SIMs or a paper register if this is not possible. Codes to be used are Present (\) or Absent (N) (SCHA)
- Ensure that pupils are registered accurately at the start of the school day and after lunch break using SIMs or a paper register if this is not possible. Codes to be used are Present (\) or Absent (N) (Primary)
- Check the attendance of pupils at their lessons
- Inform the pastoral lead of the names of pupils who are absent without notification
- Action poor punctuality through academy procedures, particularly for Tuesday P1 lessons, and refer to the pastoral team when necessary

#### **4.12 Pupils are required to:**

- Attend every day unless they are ill or have an authorised absence
- Arrive at the academy on time as detailed in section 2 and 3.1 regarding punctuality
- Arrive at all lessons during the school day promptly and move quickly between lessons where this occurs
- Sign in with the attendance officer if they are not in their form room by 08:50 or they leave school premises (for example with a medical appointment). Sign out with the Attendance Officer if they are authorised to leave the academy premises at any time during the day (SCHA).
- If possible, inform the academy of their absence on the first day of non-attendance
- Bring an explanatory note on the day of return to the academy if a previous contact has not been made
- Discuss with the tutor/class teacher any planned absences well in advance (eg a family holiday)
- Make any request for leave of absence on the academy's official leave of absence form

#### **4.13 Parent/Carers Have the Following Role in Relation to Pupils:**

- To ensure that their children arrive at the academy before the start of the school day and in the afternoon if they go home for lunch or have given permission for their child to leave the academy premises at lunchtime.
- Ensure that the academy has a current telephone number and address where they may be contacted throughout the school day in the event of an emergency or attendance query
- To notify the academy on the first day of absence on the first day of absence as early as possible and by 9.30 am at the latest.
- To work with the academy to stress the importance of good attendance on pupil achievement and behaviour with their child(ren)

### **Appendix 1 - Taking a pupil off the register (2006 regulations)**

Under current regulations, a child's name can only be taken off the register:

(a) where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;

(b) except where it has been agreed by the Associate Principal/Principal that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school;

(c) where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m), that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;

(d) in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the Associate Principal/ Principal has received written notification from the parent/carer that the pupil is receiving education otherwise than at school;

(e) except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;

(f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that —

(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;

(ii) the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) both the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

(g) that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent/carer has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;

(h) that he has been continuously absent from the school for a period of not less than twenty school days and —

- (i) at no time was his absence during that period authorised by the Principal in accordance with regulation 6(2);
- (ii) the Associate Principal/Principal does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) both Principal/Associate Principal of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

(i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the school does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;

(j) that the pupil has died;

(k) that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;

(l) in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;

(m) that he has been permanently excluded from the school; or

(n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

(2) In a case not covered by paragraph (1)(a), (j) or (m), the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

(3) The following are prescribed as the grounds on which the name of a pupil not of compulsory school age is to be deleted from the admission register—

(a) that he has ceased to attend the school, or, in the case of a boarder, that he has ceased to be a pupil of the school;

(b) that he has been continuously absent from the school for a period of not less than twenty school days and —

(i) at no time was his absence during that period agreed by the Principal;

(ii) the Principal/Associate Principal does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any

unavoidable cause; and

(iii) the Principal/Associate Principal/Vice Principal of the school has failed, after reasonable enquiry, to ascertain where the pupil is;

(c) that the pupil has died;

(d) where the pupil has been admitted to the school to receive nursery education, he has not on completing such education transferred to a reception, or higher, class at the school;  
or

(e) that he has been permanently excluded from the school.

### **Methods of making entries**

(1) Every entry into the admission register or attendance register shall be made in ink.

(2) In relation to every amendment made the admission register and the attendance register shall include —

(a) the original entry;

(b) the amended entry;

(c) the reason for the amendment;

(d) the date on which the amendment was made; and

(e) the name or title of the person who made the amendment.

## Appendix 2 - Absence and Attendance Codes

The national codes enable schools 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 schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The codes are:

### Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration **Code / \**: **Present in school / = am \ = pm** Present in school during registration.

**Code L:** Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

### Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

**Code B:** Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

**Code D:** Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

**Code J:** At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P:** Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V:** Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W:** Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

### **Authorised Absence from School**

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

**Code C:** Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

**Code E:** Excluded but no alternative provision made If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.



**Code H:** Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

**Code I:** Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

**Code M:** Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

**Code R:** Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

**Code S:** Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

**Code T:** Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected

to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

### **Unauthorised Absence from School**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

**Code G:** Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N:** Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

**Code O:** Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U:** Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Not attending in circumstances relating to coronavirus (COVID-19)

For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'.

**Code X:** not attending in circumstances relating to coronavirus (COVID-19)

(This code is not counted as an absence in the school census)

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend as detailed below.

### Administrative Codes

The following codes are not counted as a possible attendance in the School Census.

**Code X:** Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code Y:** Unable to attend due to exceptional circumstances This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

**Code Z:** Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

**Code #:** Planned whole or partial school closure This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

### Different Term Dates for Different Pupils

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

### Appendix 3 - SCHA Attendance for Learning Procedures

Issue	Action
Student has 100% attendance for a whole term	<ul style="list-style-type: none"> <li>• Attendance Officer (AO) identifies through SIMS</li> <li>• Head of Year (HOY) writes certificate</li> <li>• Celebrated in assembly with names passed on to the Director of Year (DOY)</li> </ul>
Student absent Day 1	<ul style="list-style-type: none"> <li>• Attendance Officer contacts home via text if parent has not contacted school</li> <li>• <i>See procedures for First Day Calling as this could be a safeguarding issue (Use Attendance Guide to support this)</i></li> </ul>
Student absent Day 2	<ul style="list-style-type: none"> <li>• AO informs Form Tutor (FT) and HOY</li> <li>• <b>HOY to call home on DAY 2 if parent has not contacted the Academy and on DAY 3 if contact has been made (illness dependent)</b></li> </ul>
<p><b>STAGE ONE</b> Student's attendance becomes a concern in a half term i.e. a pattern is emerging of days missed or consecutive days off. 96.5% is a guideline for triggering actions (Approx. end of Oct)</p>	<ul style="list-style-type: none"> <li>• AO contacts home and the student is added to the monitoring list. Letter 1 is sent. If no improvement is made, further actions should be taken including contact home, meeting with parents or escalation to HOY.</li> <li>• Two week monitoring period following 'Letter 1'</li> <li>• AO to identify students to be monitored and agrees this list with the HOY. This list of student is shared with the DOY/SLT Lead</li> <li>• In any case that causes suspicious or may be a safeguarding concern, the AO/member of the Pastoral Team will make a home visit.</li> </ul>
<p><b>STAGE TWO</b> Below 96.5% attendance <b>in a term</b> including authorised absences (not including medical) <i>N.B. Letters will only be sent every term (Approx. end of Nov &amp; Feb)</i></p>	<ul style="list-style-type: none"> <li>• HOY contacts home if possible and ensures Letter 2 is sent stating the expectations regarding attendance and informing parent that their child's attendance has dipped to below expectations. Advise that we will monitor attendance for a further three-week period and will organise a Parent Contract Meeting between the student, parents/carers, the AO and HOY.</li> <li>• If there are any unauthorised absences in this period, the AO must inform SLT Lead at weekly meeting. We will no longer authorise any absences for any student that has received Letter 2 without medical evidence.</li> </ul>
<p><b>STAGE THREE</b> Continued absences</p>	<ul style="list-style-type: none"> <li>• If there are further absences (all absences in this period, without medical evidence, are noted as unauthorised) within the three-week period the AO will notify the SLT Lead. The AO and SLT lead will agree actions. The AO will then send a letter inviting parents for a review meeting to discuss attendance with her and the SLT Lead.</li> </ul>
<p><b>STAGE FOUR</b> EIP Referral</p>	<ul style="list-style-type: none"> <li>• If clear improvements are made, HOY to send personal letter sent home to recognise progress</li> </ul>

	<p>with attendance made and to inform parents/carers that monitoring will continue until Academy standards have been reached.</p> <ul style="list-style-type: none"> <li>• If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made.</li> <li>• The AO will continue to collect evidence to support the EIP and monitor through daily phone calls home and weekly home visits.</li> <li>• SLT members made aware for pupil progress measures and interventions .</li> </ul>
Student requests permission for holiday in term time	<ul style="list-style-type: none"> <li>• Letter referred to the AO. AO to call home to confirm absence dates and reasons.</li> <li>• AO to inform SLT Lead, who makes the decision, and AO to send home letter on behalf of SLT Lead to inform parents/carers that the holiday absence will be unauthorised and an EIP referral will be made or the holiday will be authorised.</li> </ul>
<p>Children Missing Education (CME) - this could be an indicator of abuse-follow the safeguarding procedures and be aware of:</p> <p>Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg CLA, CP Plan, CIN, SEND</p>	<ul style="list-style-type: none"> <li>• If any student who returns late back to school after a holiday period for any number of day or/if the student leaves school early before the school has closed for a holiday-the student will be referred to the EIP. They will advise and issue warnings, penalties or further action as necessary and will inform the school of their decision.</li> <li>• If a student returns five days late from a holiday, a CME form will be completed by Attendance Officer to be sent to EIP.</li> <li>• If a student is absent from school for 10 days with no contact made, Attendance Officer will complete a CME form which should be sent to EIP.</li> <li>• <b>NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.</b></li> </ul>
Letter received informing school student is leaving Sir Christopher Hatton Academy	<ul style="list-style-type: none"> <li>• Letter referred to AO. AO to liaise with Data Team for immediate follow up. Outcomes to be shared with SLT Lead and HOY.</li> <li>• The school must have the details of the school the student is transferring to</li> <li>• Any CP files must be passed on ASAP by SLT Safeguarding Lead (KAB)</li> <li>• Student file must be checked by AO/Data Team → SLT Lead before being passed on to Office Manager</li> </ul>
Long term medical absence	<ul style="list-style-type: none"> <li>• Information referred to HOY who will contact home and action with AO/SLT Lead</li> <li>• Medical Evidence request letter to be sent by the HOY</li> </ul>
Attendance data	<ul style="list-style-type: none"> <li>• Provided by AO and sent to HOY, DOY and SLT Lead who will analyse and identify actions</li> </ul>

	<ul style="list-style-type: none"><li>• Form Tutors are also e-mailed attendance data with actions being taken annotated next to students</li></ul>
Previous academic year's attendance below 96.5%	<ul style="list-style-type: none"><li>• Letter sent home at the beginning of the new academic year (September) to remind parents of the importance of attending school.</li></ul>

#### Appendix 4 - VPA Attendance Procedures Table

Issue	Action
Student has 100% attendance for a whole term	<ul style="list-style-type: none"> <li>• Attendance Officer (AO) identifies through SIMS</li> <li>• AO delivers 100% club books</li> <li>• Celebrated in the newsletter</li> </ul>
Student absent Day 1	<ul style="list-style-type: none"> <li>• Attendance Officer contacts home via telephone if parent has not contacted school</li> <li>• See <i>unexplained absence procedure</i> as this could be a safeguarding issue</li> </ul>
Student absent Day 2	<ul style="list-style-type: none"> <li>• AO informs Principal and Inclusion Team</li> <li>• <b>Continue as per the unexplained absence procedures</b></li> </ul>
<b>STAGE ONE</b> Student's attendance becomes a concern in a half term i.e. a pattern is emerging of days missed or consecutive days off. 96.5% is a guideline for triggering actions (Approx. end of Oct)	<ul style="list-style-type: none"> <li>• AO contacts home and the student is added to the monitoring list. Letter 1 is sent. If no improvement is made, further actions should be taken including contact home, meeting with parents or escalation to Principal and Inclusion.</li> <li>• Two week monitoring period following 'Letter 1'</li> <li>• AO to identify students to be monitored and agrees this list with the VPA Inclusion team. This list of student is shared with the Principal and Class teachers.</li> <li>• In any case that causes suspicion or may be a safeguarding concern, the AO/member of the VPA Inclusion Team will make a home visit.</li> </ul>
<b>STAGE TWO</b> Below 96.5% attendance <b>in a term</b> including authorised absences (not including medical) <i>N.B. Letters will only be sent every term (Approx. end of Nov &amp; Feb)</i>	<ul style="list-style-type: none"> <li>• AO contacts home if possible and ensures Letter 2 is sent stating the expectations regarding attendance and informing parents that their child's attendance has dipped to below expectations. Advise that we will monitor attendance for a further three-week period and will organise a Parent Contract Meeting between the student, parents/carers and the AO.</li> <li>• If there are any unauthorised absences in this period, the AO must inform the VPA Inclusion Team. We will no longer authorise any absences for any student that has received Letter 2 without medical evidence.</li> </ul>
<b>STAGE THREE</b> Continued absences	<ul style="list-style-type: none"> <li>• If there are further absences (all absences in this period, without medical evidence, are noted as unauthorised) within the three-week period the AO will notify Principal and Inclusion Team. The AO and Principal and will agree actions. The AO will then send a letter inviting parents for a review meeting to discuss attendance with her and the VPA Inclusion Team.</li> </ul>
<b>STAGE FOUR</b> EIP Referral	<ul style="list-style-type: none"> <li>• If clear improvements are made, AO to send personal letter sent home to recognise progress with attendance made and to inform</li> </ul>

	<p>parents/carers that monitoring will continue until Academy standards have been reached.</p> <ul style="list-style-type: none"> <li>• If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made in agreement with the Inclusion team.</li> <li>• The AO will continue to collect evidence to support the EIP and monitor through daily phone calls home or home visits if necessary.</li> <li>• Class teacher and Principal made aware for pupil progress measures and interventions.</li> </ul>
<p>Student requests permission for holiday in term time</p>	<ul style="list-style-type: none"> <li>• Notification of unauthorised absence form is completed and given to Principal for signature.</li> <li>• AO to speak to parents and return copy of signed form to advise that the holiday absence will be unauthorised or the holiday will be authorised.</li> <li>• If child's attendance is already a concern then a meeting with parents may be initiated. On return from holiday if absence was unauthorised for 5 days or more and EIP referral is made dependent on reason for absence.</li> </ul>
<p>Children Missing Education (CME) - this could be an indicator of abuse- follow the safeguarding procedures and be aware of: Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg CLA, CP Plan, CIN, SEND</p>	<ul style="list-style-type: none"> <li>• If any student who returns late back to school after a holiday period for any number of days or/ if the student leaves school early before the school has closed for a holiday- the student will be referred to the VPA Inclusion team.</li> <li>• If a student returns five days late from a holiday, a CME form will be completed by Attendance Officer to be sent to EIP.</li> <li>• If a student is absent from school for 10 days with no contact made, Attendance Officer will complete a CME form which should be sent to EIP.</li> <li>• <b>NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.</b></li> </ul>
<p>Letter received informing school student is leaving Victoria Primary Academy</p>	<ul style="list-style-type: none"> <li>• Letter received by AO. AO to liaise with Principal, Inclusion and Class Teacher and immediately followed up. Outcomes to be shared with Principal, SMT and VPA Inclusion team.</li> <li>• The school must have the details of the school the student is transferring to from NCC</li> <li>• Any CP files must be passed on ASAP by VPA Inclusion Team once checked by a member of DSO.</li> <li>• Student file must be checked by AO/SMT before being sent on to the next school</li> </ul>
<p>Long term medical absence</p>	<ul style="list-style-type: none"> <li>• Information referred to Principal and SENCO who will contact home and action with AO/SMT/Inclusion</li> <li>• Medical Evidence requested for SEND files</li> </ul>



Attendance data	<ul style="list-style-type: none"><li>• Provided by AO and sent to Principal who will analyse and identify actions</li><li>• Class Teachers to receive attendance data weekly.</li></ul>
Previous academic year's attendance below 96.5%	<ul style="list-style-type: none"><li>• Letter sent home at the beginning of the new academic year (September) to remind parents of the importance of attending school.</li></ul>

### Appendix 5 - OA Attendance Procedures Table

Issue	Action
Student has 100% attendance for a whole term	<ul style="list-style-type: none"> <li>Attendance Welfare Officer (AWO) identifies through SIMS termly</li> <li>AWO prints Bronze, Silver and Gold Certificates and hands out to individual classes</li> </ul>
Student absent Day 1	<ul style="list-style-type: none"> <li>Attendance Welfare Officer contacts home via text if parent has not contacted school</li> <li>AWO/ Admin also make phone calls if there is still no reason for absence provided</li> <li>See procedures for First Day Calling as this could be a safeguarding issue (Use Attendance Guide to support this)</li> </ul>
Student absent Day 3	<ul style="list-style-type: none"> <li>AWO to consider a home visit if no contact has been made.</li> </ul>
<p><b>STAGE ONE</b> Student's attendance becomes a concern in a half term i.e. a pattern is emerging of days missed or consecutive days off. 96.5% is a guideline for triggering actions (Approx. end of Oct)</p>	<ul style="list-style-type: none"> <li>AWO contacts home and the student is added to the monitoring list. Letter 1 is sent. If no improvement is made, further actions should be taken including contact home, meeting with parents or escalation to Principal and Inclusion.</li> <li>Two week monitoring period following 'Letter 1'</li> <li>AWO to identify students to be monitored and agrees this list with the Inclusion team. This list of student is shared with the Principal and Class teachers.</li> <li>In any case that causes suspicion or may be a safeguarding concern, the AWO will make a home visit.</li> </ul>
<p><b>STAGE TWO</b> Below 96.5% attendance <b>in a term</b> including authorised absences (not including medical) N.B. Letters will only be sent every term (Approx. end of Nov &amp; Feb)</p>	<ul style="list-style-type: none"> <li>AWO contacts home if possible and ensures Letter 2 is sent stating the expectations regarding attendance and informing parents that their child's attendance has dipped to below expectations. Advise that we will monitor attendance for a further three-week period and will organise a Parent Contract Meeting between the student, parents/carers and the AWO.</li> <li>If there are any unauthorised absences in this period, the AWO must inform the Senior Leader with responsibility for attendance.</li> <li>We will no longer authorise any absences for any student that has received Letter 2 without medical evidence.</li> </ul>
<p><b>STAGE THREE</b> Continued absences</p>	<ul style="list-style-type: none"> <li>Parents will be invited in to review the Parent Contract with the AWO and SLT</li> <li>If attendance is 96% or above during the monitoring period, then a further four weeks of monitoring is completed. (all absences in this period, without medical evidence, are noted as unauthorised)</li> </ul>

<p><b>STAGE FOUR</b> EIP Referral</p>	<ul style="list-style-type: none"> <li>• If clear improvements are made, the AWO will send a letter sent home to recognise progress with attendance made and to inform parents/carers that monitoring will continue until Academy standards have been reached.</li> <li>• If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made.</li> <li>• The AWO will continue to collect evidence to support the EIP and monitor through daily phone calls home and weekly home visits.</li> </ul>
<p>Student requests permission for holiday in term time</p>	<ul style="list-style-type: none"> <li>• Absence request referred to the AWO.</li> <li>• SLT makes the decision and sends a letter home to inform parents/carers that the holiday absence will be unauthorised and an EIP referral will be made or the holiday will be authorised.</li> </ul>
<p>Children Missing Education (CME) - this could be an indicator of abuse- follow the safeguarding procedures and be aware of: Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg CLA, CP Plan, CIN, SEND</p>	<ul style="list-style-type: none"> <li>• If a student returns five days late from a holiday, the AWO will submit a CME referral to EIP.</li> <li>• If a student is absent from school for 10 days with no contact made, Attendance Welfare Officer will complete a CME form which should be sent to EIP.</li> <li>• <b>NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.</b></li> </ul>
<p>Letter received informing school a student is leaving Oakway Academy</p>	<ul style="list-style-type: none"> <li>• Letter referred to AWO.</li> <li>• The school must have the details of the school the student is transferring to</li> <li>• Any CP files must be passed on ASAP</li> <li>• Student file must be checked by Admin Team and taken/sent to new school.</li> </ul>
<p>Long term medical absence</p>	<ul style="list-style-type: none"> <li>• Information referred to AWO who will contact home and action with HPSW</li> <li>• Medical Evidence to be requested</li> </ul>
<p>Attendance data</p>	<ul style="list-style-type: none"> <li>• Provided by AWO and sent to CEO, Principal, Vice-Principal and SLT with responsibility for attendance (if not P or VP).</li> <li>• Class teachers are provided with Attendance data for parents evenings.</li> </ul>
<p>Attendance Information</p>	<ul style="list-style-type: none"> <li>• Leaflet is included in induction packs.</li> </ul>

### Appendix 6 - EVPA Attendance Procedures Table

Issue	Action
Student has 100% attendance for a whole term	<ul style="list-style-type: none"> <li>Principal and Office Manger identify pupils termly through SIMS</li> <li>Awards for 100% attendance given termly in assembly</li> </ul>
Student absent Day 1	<ul style="list-style-type: none"> <li>Office Manager contacts home via telephone if parent has not contacted school</li> <li><i>See procedures for First Day Calling as this could be a safeguarding issue (Use Attendance Guide to support this)</i></li> </ul>
Student absent Day 3	<ul style="list-style-type: none"> <li>Office Manager, in consultation with the Principal, to consider a home visit if no contact has been made.</li> </ul>
<b>STAGE ONE</b> Student's attendance becomes a concern in a half term i.e. a pattern is emerging of days missed or consecutive days off. 96.5% is a guideline for triggering actions (Approx. end of Oct)	<ul style="list-style-type: none"> <li>Principal contacts home and the student is added to the monitoring list. Letter 1 is sent. If no improvement is made, further actions should be taken including contact home, meeting with parents.</li> <li>Two week monitoring period following 'Letter 1'</li> <li>Principal identifies students to be monitored</li> <li>In any case that causes suspicion or may be a safeguarding concern, the Principal will make a home visit.</li> </ul>
<b>STAGE TWO</b> Below 96.5% attendance <b>in a term</b> including authorised absences (not including medical) <i>N.B. Letters will only be sent every term (Approx. end of Nov &amp; Feb)</i>	<ul style="list-style-type: none"> <li>The Principal contacts home if possible and ensures Letter 2 is sent stating the expectations regarding attendance and informing parents that their child's attendance has dipped to below expectations. Advise that we will monitor attendance for a further three-week period and will organise a Parent Contract Meeting between the student, parents/carers and the Principal.</li> <li>If there are any unauthorised absences in this period, the Office Manager must inform the Principal</li> <li>We will no longer authorise any absences for any student that has received Letter 2 without medical evidence.</li> </ul>
<b>STAGE THREE</b> Continued absences	<ul style="list-style-type: none"> <li>Parents will be invited in to review the Parent Contract with the Principal</li> <li>If attendance is 96.5% or above during the monitoring period, then a further four weeks of monitoring is completed. (all absences in this period, without medical evidence, are noted as unauthorised)</li> </ul>
<b>STAGE FOUR</b> EIP Referral	<ul style="list-style-type: none"> <li>If clear improvements are made, the Principal will send a letter home to recognise progress with attendance made and to inform parents/carers that monitoring will continue until Academy standards have been reached.</li> </ul>

	<ul style="list-style-type: none"> <li>• If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made.</li> <li>• The Principal and Office Manager will continue to collect evidence to support the EIP and monitor through daily phone calls home and weekly home visits.</li> </ul>
Student requests permission for holiday in term time	<ul style="list-style-type: none"> <li>• Absence request referred to the Principal.</li> <li>• Principal makes the decision and sends a letter home to inform parents/carers that the holiday absence will be unauthorised and an EIP referral will be made or the holiday will be authorised.</li> </ul>
Children Missing Education (CME) - this could be an indicator of abuse- follow the safeguarding procedures and be aware of: Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg CLA, CP Plan, CIN, SEND	<ul style="list-style-type: none"> <li>• If a student returns five days late from a holiday, the Principal will submit a CME referral to EIP.</li> <li>• If a student is absent from school for 10 days with no contact made, Attendance Welfare Officer will complete a CME form which should be sent to EIP.</li> <li>• <b>NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.</b></li> </ul>
Letter received informing school a student is leaving Ecton Village Primary Academy	<ul style="list-style-type: none"> <li>• Letter referred to the Principal.</li> <li>• The school must have the details of the school the student is transferring to</li> <li>• Any CP files must be passed on ASAP</li> <li>• Student file must be checked by the Office Manager and taken/sent to new school.</li> </ul>
Long term medical absence	<ul style="list-style-type: none"> <li>• Information referred to Principal who will contact home and action with HPSW</li> <li>• Medical Evidence to be requested</li> </ul>
Attendance data	<ul style="list-style-type: none"> <li>• Provided by the Office Manger and Principal and sent to CEO.</li> <li>• Class teachers are provided with Attendance data for parents evenings.</li> </ul>

**Appendix 7 - Time Off for Illness Guidelines**

<b>Condition</b>	<b>Time Off School</b>	<b>Treatment</b>
Headache Earache Stomach Ache	0 days	Plenty of Fluids and Paracetamol when required
High Temperature	0 days	Plenty of Fluids and Paracetamol when required
Coughs and colds	0 days	Plenty of Fluids and Paracetamol when required If Asthmatic, use inhaler
Sore Throat Tonsillitis	0 days	Plenty of Fluids
Warts, Verruca's Athletes Foot	0 days	Recommended treatment from pharmacist
Conjunctivitis	0 days	Recommended treatment from pharmacist Wash hands regularly
Head Lice	0 days	Treat child and all family members
Diarrhoea and Vomiting	48 hours after the last episode	Plenty of fluids – not fizzy drinks as this makes diarrhoea worse
Flu and Swine flu	5 days	(average time for recovery)
Scabies	Return to school after the first treatment	Recommended cream / lotion from pharmacist
Impetigo	Return to school once lesions have crusted / healed or 2 days after starting antibiotics	Consult your GP
Measles	Return 4 days after the rash has started	Consult your GP
Chicken Pox	Return to school 5 days after the rash has started	Consult your GP
German Measles	Return to school 6 days after the rash has started	Consult your GP
Mumps	Return to school 5 days from the start of swollen glands	Consult your GP

Whooping Cough	Return to school 5 days after starting antibiotics ( NB a non-infectious cough may continue for weeks )	Consult your GP
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