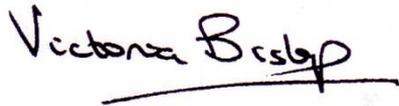


Title	Attendance for Learning Policy
Reviewed	September 2016
Next Review	September 2017
Associated Policies & Documents	Child Protection Children Missing from Education FGM Child Sexual Exploitation Prevent Keeping Children Safe in Education 2016
Originator	G Stanger Hayley Scargill Clare Wallace Kate Cleaver
Approved	

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Attendance for Learning Policy Including: Absence, Attendance/Register of Pupils, Attendance Targets, Penalty Notice

1. Regulations, Definitions and the Academy 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**, the school or academy must keep an attendance register.

Each academy is registered with the Information Commissioner under the **Data Protection Act 1998**.

This policy meets the requirements of “Keeping Children Safe in Education” September 2016.

1.2 Aim

The Trust Directors and each academy are committed to a positive policy of encouraging pupils to attend regularly. Each academy will work with parent/carers, 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’ Sexual Exploitation 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 regulation 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 pupil is present, absent, or attending an approved educational activity.
- When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence (see 1.5 below); and
- the nature of the approved educational activity (for a pupil of compulsory school age) see section 1.6

1.5 Authorised Absence

Absence shall be treated as authorised if:

(a) the pupil has been granted leave of absence (see 1.8 – 1.10); or

(b) the pupil 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 pupil'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 pupil 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; and
- changing to another school/academy nearer to the home.

Where there are such occurrences the Senior Assistant Principal/Attendance Leader 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 Associate Principal or Principal;
- supervised by a person approved by the Associate Principal or 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 Associate Principal, Vice Principals, or Senior Assistant Principal. 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^[7] 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^[8] 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 Associate Principal/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 ten 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/Associate 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/Associate 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/Associate Principal will set a time limit for such absences in consultation with the Principal/Associate 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/Associate Principal will authorise the taking of a pupil's name off the register in accordance with the current (2006) Regulations. The SIMS Manager, 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 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 ten 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/Associate 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 our 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 Executive Principal, 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 office admin assistant. 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.

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 Business Manager. 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 Leader which may include the following:

- Detailed examination of particular time periods
- Benchmarking against other schools 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
- Rates by gender
- Looked after 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. The 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.
3. In the event of consecutive unauthorised absence, referral will be made to the county council in order to prevent children becoming missing from education on the tenth day at the latest.
4. Attendance monitoring shows attendance levels for pupils. Those with less than 93% attendance will receive an attendance monitoring letter 1 (see Appendix 3). A new target of 93% is set over a three week monitoring period.
5. If the student fails the three week target monitoring letter 2 will be sent (Appendix 3) and an 'attendance surgery' with the parent/carer and student will be conducted by the attendance officer. 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 93% 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.

6. If necessary a letter 3 will be sent and a parent/carer contract meeting will be held with the Pastoral Team / SLT Lead. EES are informed of the case at this stage. The 93% target is further reinforced at this meeting and a final monitoring period of 5 weeks is established. It is made clear to students and parents/carers that failure to meet this target will result in further EES involvement.
7. Students are referred to the Education Welfare Officer/EES and/or home visits including the use of fixed penalty notices where appropriate
8. Legal action via EES

Should parent/carers or carers provide evidence for absence which is known to be untrue, a letter is sent (see appendix 4) 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 93% target and a attendance surgery

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. If this is not the case, the Attendance Officer will make contact with the parent/carers/carers to investigate the absence
- The attendance officer is responsible for all coding of absences.
- A letter may be sent to parent/carers/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/carer 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 Director of Year/Pastoral team.

2.8 The wider staff body

- This policy sets out the trusts 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 behaviour.
- Staff will receive the necessary training and induction e.g. how to take the register. The Attendance office/SLT Lead will be responsible for this and the Director of Operations & Finance/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
- Staff undertaking lesson cover should use SIMs or academy procedure to take the class register.
- The Attendance lead will monitor the taking of registers and compliance with the procedures in this policy. Non-compliance will be actioned.
- The Attendance Officer/Lead 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 induction.
- In addition to the trust letter system, information leaflets may to 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 the identify attendance issues
- Attendance whole school and for forms is published on the school digital screens where applicable
- Certificates for 100% attendance
- 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 works closely with the Education Entitlement Service (EES), which the Northamptonshire County Council provision to improve attendance (see 1.14)
- The 'local way of working' established by EES requires that students with ten school days 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 EES also indicates that students with ten 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.

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 1.00 or 1.15pm depending on year groups. Lateness begins from 9.00am and 1.05 or 1.20pm each session.

Definition for Ecton Village Primary Academy

The academy day starts at 8.50am and 1.00 or 1.15pm depending on year groups. Lateness begins from 9.00am and 1.05 or 1.20pm each session.

3.2 Procedures

Sir Christopher Hatton Academy

The academy operates a 'late gate'. Pupils arriving between 8.35am in the morning and 9.00am will be met by the attendance officer 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 (9.00 am) 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 who arrive at school after 8.50 but before 9.00am should be taken directly to their classrooms and registered with their class. Children arriving after 9.00am should report to late gate at Main Reception where they will be registered by the Welfare Officer. Parents

and Pupils must be able to explain their lateness and this will be recoded on their registration certificate along with the time they arrive.

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
- 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 ARC team.

Ecton Village Primary Academy

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

4: Roles and Responsibilities

4.1 The Executive Principal, on behalf of the Board of Directors will:

- Approve the policy and any proposed changes
- Receive reports from the Senior Assistant Principal: MAT Raising Standards and Outcomes on the trust academies
- Review the working of the policy in the light of the Senior Assistant Principal's report
- Ensure that the policy is promoted and implemented throughout the academy, and is known by the parent/carers

- Use the academy's staff discipline policy to action persistence non-compliance with required procedures
- Authorise changes to the Admissions register

4.4 The Associate Principal/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 trusts' official form, or absences which have taken place for which no request was made

4.5 Senior Assistant Principal: MAT Raising Standards and Outcomes 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 EES over persistent absentees
- Liaise with the EES 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
- Make an annual report with statistics to the governing body and SLT
- Meet 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

4.6 The Senior Assistant Principal: Behaviour & Welfare will:

- Oversee attendance matters pertaining to child safety
- Work with the pastoral team to ensure the efficient running of the system
- Meet with parent/carers to conduct parent/carer contracts

4.7 The Director of Operations and Finance/Business Manager will:

- Ensure that support staff are aware of the key features of this policy
- Ensure the Attendance Officer receives necessary training and support

4.8 The Principal/Associate Principal will:

- Ensure induction of new staff and supply staff

4.9 The 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.

4.10 The Data 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 Executive Principal or Academy Principal
- Lead and complete statutory data returns regarding attendance to the DfE and the LA.

4.11 The Cover Organiser will:

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

4.12 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 Academy Principal on the efficiency of the system
- Liaise with the Principal over training needs

4.13 Attendance Officer

- Produce attendance reports termly as detailed above (attendance data)
- Work with staff to ensure awareness of the new pupil registration regulations 2006.
- Advise and investigate all issues related to registration codings
- Check that registers have been done for the am registration
- Check that registers have been done 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 are accurate and completed on time
- Manage the rewards system for good attendance
- Produce SIMS 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.

4.14 Curriculum Leaders/Year Leaders will:

- Ensure that registers at each subject lesson is taken by subject teachers using the SIMs system
- 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.

4.15 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. 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 and refer to the pastoral team when necessary
- Actively discourage pupils from taking odd days off school and holidays during term time.

4.16 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 (P) or Absent (N).
- Check the attendance of pupils at their lessons
- Inform the pastoral lead of the names of pupils who are absent without notification

4.17 Pupils are required to:

- Attend every day unless they are ill or have an authorised absence
- Arrive at the academy on time and to be in the class/form room by 8.35am for morning registration and by 1pm for afternoon registration.
- 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 9.00am 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.
- 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 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

4.18 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: Attendance codes

Code	Meaning	Statistical results	Notes
/	Present am	Present	
\	Present pm	Present	
B	Educated off site	Present	Approved educational activity
C	Other authorised circumstances	Authorised absence	Special occasions at the school's discretion
D	Dual registration	Present	
E	Excluded	Authorised absence	Fixed term exclusion
F	Extended Family Holiday	Authorised absence	School has agreed up to 10 days
G	Family Holiday	Unauthorised absence	School has not agreed
H	Family Holiday	Authorised absence	School has agreed
I	Illness	Authorised absence	
J	Interview	Present	Approved educational activity
L	Late	Present	Late before registers close
M	Medical/dental appointment	Authorised absence	If registration is missed. If pupil is present for registration then no absence is recorded
N	No reason yet provided for absence	Unauthorised absence	This should not be left as this code
O	Unauthorised absence not covered by another code	Unauthorised absence	e.g. could not get up, shopping etc.
P	Approved sporting activity	Present	Activity must be supervised by a person

			authorised by the Principal
R	Religious observance	Authorised absence	
S	Study Leave	Authorised absence	Allowed study leave means they are recorded as absent
T	Traveller absence	Authorised absence	Traveller children when family is travelling
V	Educational trip or visit	Present	Attending approved activity organised by the school
W	Work experience	Present	Work experience arranged by the school
X	Non-timetabled session		Only for pupils of non compulsory school age
Y	Enforced closure	Not counted in possible attendances	Not required to be in school e.g. snow closure
Z	Pupil not on roll		
#	School closed to pupils	No session held- not counted in possible attendances	Half terms, teacher days and between terms

Appendix 3 Monitoring Letters

Letter 1

«salutation»

«address_block»

Ãg dwhbr ïbs ubqwbqj ý#

#

Ref: xxxxx#

Email: xxxxx@hattonacademy.org.uk

#

Dear «salutation»

Re: «forename» «surname» «reg»

As you are aware we continually monitor the attendance of the pupils in School.

At present «forename»'s attendance stands at «percentage_attendance» %.

We do recognize that on certain occasions students will have a necessary and excused absence, however when a students attendance drops below 90% we have an obligation to let the parents/guardians or carer's know.

As «chosen_forename»'s attendance has fallen below this there will be a three week period of monitoring with a target set of 90% or above, this monitoring period will be from **insert dates**
I will then write to you to let you know if «forename»'s attendance has met the target or not.

Parents should also be aware, that students with large numbers of unauthorised absences will be issued with fixed penalty notices of £60 rising to £120 if unpaid within 21 days from September. Unauthorised absences in term time **may trigger the fixed penalty notice**.

Should you require any additional support from school or wish to discuss this letter then please do not hesitate to contact **Insert Name** the Attendance Officer on the attendance line **Insert Number**.

We look forward to improved attendance.

Yours sincerely

Principal/Senior Assistant Principal

Letter 2

«salutation»

«address_block»

«date_of_printing»

Our ref: xxx

Dear «salutation»

Re: «forename» «surname» «reg»

Our three week monitoring period has been completed and for this timeframe «forename»'s attendance stands at «percentage_attendance»%.

We fully understand there may be reasons for absence that are necessary, however as we have already made yourselves aware of their lack of attendance, we are obliged to investigate further.

We do have a 90% attendance rate that all students must reach and we would like to invite you and «chosen_forename» to an attendance surgery where we may discuss how we can achieve this. The meeting will be held by our **Insert Name**, please call on **Insert Number** as soon as possible to make an appointment.

A new target of 90% has been set for a three week monitoring period which will be from **Insert Date**.

Any absence will now be recorded as 'unauthorised' unless medical evidence is provided. Parents should also be aware, that from September 2013, in Northamptonshire, students with large numbers of unauthorized absences will be issued with fixed penalty notices of £60 rising to £120 if unpaid within 21 days from September. Unauthorized absence arising from holidays in term time **may trigger the fixed penalty notice**.

We thank you for your support in this matter.

.

Yours sincerely

Principal/Senior Assistant Vice Principal

Letter 3

«salutation»
«address_block»

Dear «salutation»

Re: «chosen_forename» «reg»

I am writing to you concerning the irregular attendance of «chosen_forename» which as you are aware is causing concern.

«chosen_forename»'s attendance for the last review period was «percentage_attendance» %. This has not met the 90% target set. I would therefore like you and «chosen_forename» to attend a Parenting Contract meeting on **Insert Date**.

The aim of this meeting is to explore the reasons behind «chosen_forename»'s irregular school attendance and to draw up a Parenting Contract to help improve «chosen_forename»'s attendance at school. Please report to Main Reception upon your arrival. A leaflet outlining the Parenting Contract process is enclosed for your information.

Whilst your involvement in any Parenting Contract is voluntary, you should be aware that, should «chosen_forename»'s attendance remain irregular, the Local Education Authority may take more formal action. This could result in a PACE Interview being held under caution in accordance with the Police and Criminal Evidence Act 1984. You should also be aware that if convicted of an offence of failing to ensure regular attendance of your child at school under **Section 444, 1 / 1A Education Act 1996**, you could be fined up to **£1,000/ £2,500 and/or receive a term of imprisonment not exceeding 3 months**. I hope that you will work with us to improve your «chosen_forename»'s attendance and therefore avoid the need for legal proceedings to be implemented.

Please call **Insert Name** on the above number if you are unable to make this meeting and we will be able to re-arrange this.

Yours sincerely

Insert Name of Post

Appendix 4 Requiring parents provide evidence – example letter

<address>

Our Ref:
Direct Dial:
Email:

Dear Miss X,

Re: Y absence from school Insert Date

It has come to my attention that the school was deliberately misinformed as to the nature of **Insert Name** recent absence. In these unfortunate circumstances, it is necessary for the school to seek further evidence of reasons for absence. The following measures will therefore come into immediate effect:

1. **Insert Name** attendance record for the period stated will be marked as Unauthorised Absence.
2. Any further absence for illness or medical reasons **must** have evidence provided (e.g. doctors notes or appointment cards).
3. Any exceptional absences for other reasons will not be authorised.
4. All absences where appropriate evidence of the reason for absence is not provided will be marked as Unauthorised Absence.
5. These arrangements will be reviewed in **Insert Date**.

Please contact me at the school if you wish to discuss these arrangements.

Yours Sincerely,

Insert Name

«salutation»

«address_block»

«date_of_printing»

Our ref: xxxx

Dear «salutation»

Re: «forename» «surname» «reg»

We have noticed a number of medical appointments which have been made within the school day for «forename». Whilst we understand that it can be difficult to make appointments at particular times and that some medical teams do not offer a choice of appointment times, we do ask that parents:

- Book medical appointments outside of the school day, either in the late afternoon or holidays if possible
- Ensure that students are back in school immediately following an appointment and not kept off for long periods of time before appointments

These measures are to ensure that «forename» misses as little school as possible.

We thank you for your support in this matter.

Yours sincerely

Insert Name

«salutation»

«address_block»

«date_of_printing»

Our ref: xxxx

Dear «salutation»

Re: «forename» «surname» «reg»

We are writing to you concerning «forename»'s attendance which currently stands at «percentage_attendance»%.

We have noticed a number of medical appointments which have been made within the school day. Whilst we understand that it can be difficult to make appointments at particular times and that some medical teams do not offer a choice of appointment times, we do ask that parents:

- Book medical appointments outside of the school day, either in the late afternoon or holidays if possible
- Ensure that students are back in school immediately following an appointment and not kept off for long periods of time before appointments,

In order to support «forename»'s good attendance, we now require medical evidence of all medical appointments (for example, the appointment card). Any absences will now be recorded as 'unauthorised' unless medical evidence is provided.

We thank you for your support in this matter.

.

Yours sincerely

Insert Name