

# Ebor Gardens & Victoria Primary Academy



## Attendance Policy

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# 1. Aims

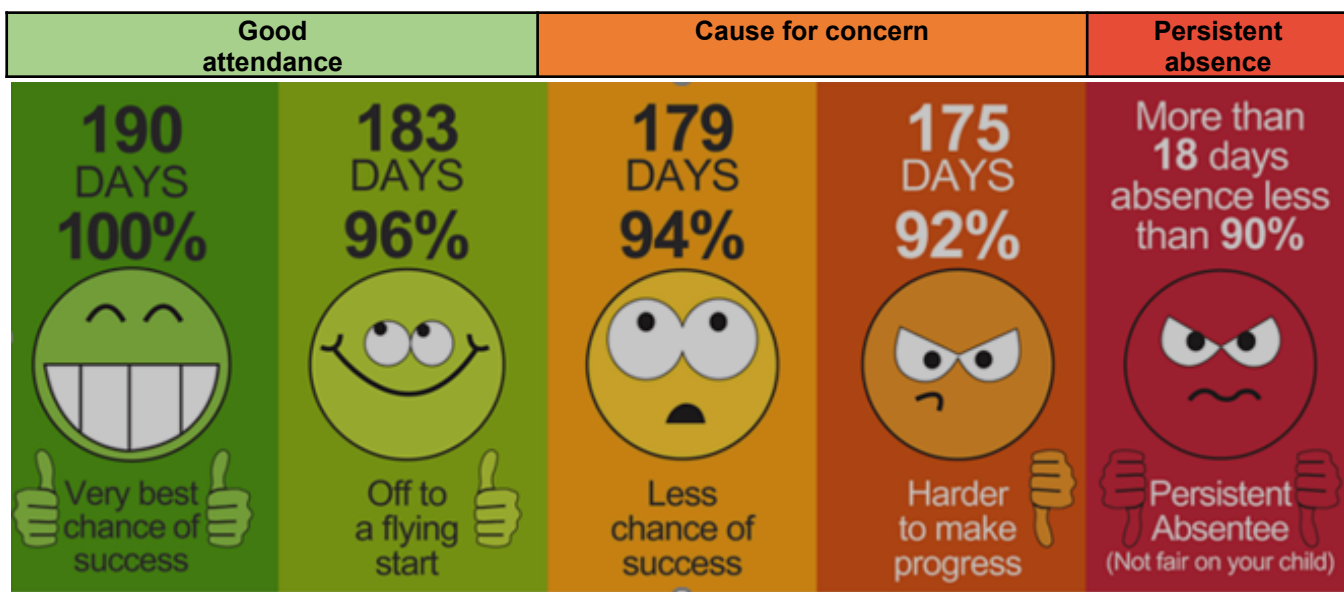
Victoria and Ebor Gardens Primary academies are committed to providing a broad, balanced and effective education for all the children who attend our academies. We believe that, in order for our children to gain the greatest benefit from their education and be best prepared for their secondary education, it is vital that our children are at school, on time, every day on which school is open unless the reason for the absence is unavoidable. We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting **good** attendance and reducing absence, including **persistent** (attendance below 90%) and **severe** (attendance below 80%) absence
- Ensuring every child has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support to attend school

We believe good attendance is vital because children with good levels of attendance:

- Have full access to the curriculum and are more likely to achieve and enjoy their school life
- Build positive relationships and develop social skills
- Are able to develop their self-esteem, their sense of worth and their sense of belonging
- Develop a positive attitude to school and the world of work, punctuality and attendance
- Are safe from harm and remain within the law

For our children to achieve their full potential we encourage parents/carers and children to understand that **every day counts**, and by having excellent attendance and arriving at school on time, a child is more likely to succeed long after they have left us. We strive to achieve a goal of at least **96%** (good) attendance for every child.



We will also promote and support punctuality in attending lessons: every minute lost is equally important. Poor punctuality also impacts very significantly on a child's chance of success, as minutes lost each day quickly add up and impact on a child's attendance: .

5 minutes each day	10 minutes each day	15 minutes each day	20 minutes each day	25 minutes each day
3 days lost	6.5 days lost	10 days lost	13 days lost	19 days lost

**Being in school, on time, every day ready to learn is key to everyone's success.**

## 2. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The local governing body (LGB)

The governing body:

- Nominate a governor who will monitor attendance and ensure that all legislation is complied with
- Annually review the attendance strategy and the implementation of this policy
- Promoting the importance of school attendance across the school's policies and ethos
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Ensuring staff receive adequate training on attendance

Victoria and Ebor Gardens work to a single, federated local governing body. The Link Governor with particular responsibility for Safeguarding and Attendance is **Bhavna Gupta**.

### 3.2 The (Executive) Principal

The (Executive) Principal:

- Ensuring that government legislation on attendance is complied with and that the leadership team are up to date with any legislation changes and how to implement them
- The overall implementation of this policy at the school
- Nominating a senior leader to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job
- Actively promoting good attendance to pupils and their parents/carers
- Monitoring school-level absence data and reporting it to all stakeholders
- Supporting staff with monitoring the attendance of individual pupils
- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### 3.3 The designated senior leader responsible for attendance

The designated senior leader:

- Improving school attendance by reducing levels of unauthorised absence, persistent absence and poor punctuality
- Leading attendance across the school, offering a clear vision for attendance improvement and promoting positive attitudes by pupils and families towards education and run a reward and incentive scheme regularly to celebrate good attendance
- Monitoring the implementation of the policy to ensure all legal duties are met
- Analysing data to identify patterns and trends and devise specific strategies to address areas of poor attendance identified through data
- Oversee the attendance officer in arranging calls and meetings with parents to discuss attendance issues, delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is:

Victoria Primary	Ebor Gardens
<b>Helen Kingdon</b> <a href="tel:01132482449">0113 248 2449</a> <a href="mailto:h.kingdon@wellspringacademies.org.uk">h.kingdon@wellspringacademies.org.uk</a>	<b>Lee Spink</b> <a href="tel:01132482750">0113 248 2750</a> <a href="mailto:lee.spink@eborgardensacademy.co.uk">lee.spink@eborgardensacademy.co.uk</a>

### 3.4 The attendance officer

As part of our whole-school approach to maintaining high attendance, our academies have a designated Attendance Officer who has responsibility for the monitoring of pupil absences and liaising with the Local Authority regarding Persistent Absence (below 90%), Severe Absence (below 80%), Fast Track and any legal processes. Fast track attendance procedures can be triggered after ten or more unauthorised absences in a twelve-week monitoring period. This can lead to a penalty notice being issued by the Local Authority.

The school attendance officer is responsible for:

- Overseeing attendance procedures, ensuring that official registers are accurately maintained and completed by 9.30am each day
- Make telephone and face-to-face contact with all families to establish the reasons for absence and to seek to understand any support which families may require to maintain good attendance at school
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Identifying pupils causing concern and developing strategies for improving attendance
- Collaborate with other schools with regards to attendance of linked families when a child has met the criteria for the fast track or persistent absenteeism
- Maintaining accurate records on Arbor and CPOMs, recording absences and actions for all children deemed to have Persistent or Severe absenteeism
- Providing regular attendance reports to school staff and reporting concerns about attendance to the (Executive) Principal and the designated senior leader responsible for attendance
- Establish an effective relationship with the Inner East Cluster, participating in regular Attendance Review meetings to discuss and plan intervention for children who meet the criteria for the fast track or persistent absenteeism
- Attend weekly Attendance Review meetings with the (Executive) Principal and designated Senior Attendance Lead, providing weekly updates of attendance cases, systems and processes
- Ensure the Attendance response process is adhered to (see section 7)

The attendance officer is:

<b>Victoria Primary</b>	<b>Ebor Gardens</b>
<b>Helen Broughton</b> <a href="tel:01132482449">0113 248 2449</a> <a href="mailto:helen.broughton@vpaleeds.co.uk">helen.broughton@vpaleeds.co.uk</a>	<b>Marie Brooks</b> <a href="tel:01132482750">0113 248 2750</a> <a href="mailto:marie.brooks@eborgardensacademy.co.uk">marie.brooks@eborgardensacademy.co.uk</a>

Parents/carers may also wish to speak with the Strategic Safeguarding Lead who oversees attendance and safeguarding matters across both Ebor Gardens and Victoria. Miss Dooley can be contacted by telephone (as above) or by email [s.dooley@wellspringacademies.org.uk](mailto:s.dooley@wellspringacademies.org.uk)

### 3.5 Class teachers

Class teachers are responsible for:

- Actively promoting good attendance to pupils and their parents/carers, forming positive relationships with families and talking with them to establish reasons for absence and late arrival
- Ensuring that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- Recording attendance on a daily basis, using the correct codes
- Completing registration between 0830 and 0845 each morning, closing the register promptly
- Checking that any pupils arriving after 0845 have arrived via the school office
- Monitoring patterns of attendance and speaking to the attendance officer/designated senior leader responsible for attendance about any pupils of concern
- Complete any delegated actions on CPOMs to support the attendance officer

### 3.6 School admin/office staff

School admin/office staff will:

- Take calls from parents about absence on a day-to-day basis and record reasons for absence
- Be aware of pupils whose absence is persistent or severe, and ensure the attendance officer is able to receive their call, or that parents are advised of a call back
- Record pupils as **L**ate on arrival at school between 0845 and 0915, ordering school meals if appropriate
- Record pupils as **U**nauthorised absence on arrival at school after 0915, ordering school meals if appropriate

### 3.7 Parents/carers

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Parents/carers are expected to:

- Make sure their child attends every day, on time, where they are well enough to do so
- Call the school to report their child's absence before 9am on the first day of the absence and each subsequent day of absence, and advise when they are expected to return
- Ensure that they answer the telephone and/or door to school staff who are seeking to establish the safety of their child, if they have failed to report the absence as expected
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- Maintain a positive relationship with school staff, seeking to resolve any difficulties respectfully whilst maintaining their child's attendance at school

### 3.8 Pupils

Pupils are expected to:

- Attend school every day, on time
- Speak to their class teacher or another member of staff if they are experiencing any difficulties at school or at home which may impact on their attendance
- Follow the correct set school procedure if they arrive late

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all pupils on roll onto this register.

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

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

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

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

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence between 0815 and 0900 by calling the school office (see also section 7). All calls and communications are appropriately recorded on the Academy MIS system - Arbor. It is the responsibility of the (Executive) Principal to authorise any child's absence from school. Therefore, absences will be treated as **unauthorised** unless a satisfactory explanation is given to the school. *Parents/carers cannot authorise*

*absences and should be aware that either calling the school or providing a note for an absence does not automatically mean it will be authorised.* Staff will record on the school register when recording attendance whether a child's absence is authorised or unauthorised.

### **Authorised Unplanned Absence**

Unplanned authorised absence is unavoidable and will be considered once a reason has been provided. All authorised absence is at the (Executive) Principal's discretion and you may be required to provide school with evidence of the absence. Unplanned reasons that may be authorised typically include absence due to illness. Specific reasons for illnesses are recorded on the register once provided by parents; however, if a child has missed a disproportionate number of days due to illness compared to their peers, we reserve the right to not authorise any further absences without medical proof, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

### **4.3 Planned absence**

A planned absence is known about in advance, and the absence should therefore have been communicated prior to the day. Parents/carers are required to complete a **planned absence notification form** (appendix 2) so that school staff are aware of the upcoming absence, and this can be appropriately recorded on Arbor.

### **Authorised Planned Absence**

We encourage parents/carers to make medical and dental appointments out of school hours where possible; however, where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Typically, the following reasons for absence are recorded as authorised planned absences:

- Medical or dental appointments which cannot be arranged outside of the school day or during holidays; ensuring your child is absent for the time taken to attend the appointment and returns to school once they have finished. Evidence should be provided for all scheduled appointments, for example via an appointment card or letter.
- Religious observance. We recognise that there may be times when children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times. Parents/carers will be aware of these dates and should give the school notification in advance of the absence.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **4.4 Lateness and punctuality**

- Pupils must arrive in school by 0845 on each school day.
- The register for the first session will be taken between 0830 and 0845 each day, after which time parents are required to arrive via the school office so that their child's attendance mark can be accurately recorded by office staff. Pupils will be marked as late on arrival (L) between 0845 and 0915. Pupils who arrive after 0915 will be marked as unauthorised absence (U) due to their late arrival after the register has closed.
- The register for the afternoon session will be taken within fifteen minutes of the session commencing.

Persistent lateness is highly detrimental to your child's learning, as well as a potential source of stress and embarrassment for them in entering their lesson late, after the teacher's explanation. If your child arrives persistently late, the attendance officer will meet with you to establish a support plan to overcome any difficulties you may be facing, with the expectation that your child's punctuality improves. Ongoing lateness may lead to a referral to the Inner East Cluster for intervention, and can result in a penalty notice being issued.

### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend without explanation, we have a duty of care to safeguard children and thus follow the following procedures, without exception:

- If a pupil does not attend school, and we have not received an explanation from their parent/carer, the Academy will contact the parent/guardian by 0930 on the first day of absence by telephone
- If contact cannot be made by phone, the attendance officer will make a home visit to ascertain the safety of the child and the reason for absence
- We will identify whether the absence is authorised or unauthorised, and communicate this to parents. We will identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the missed session
- Any child who has been absent for five or more days will receive a safeguarding home visit



Parents are strongly encouraged to make direct contact with the school to assure us that their child is safe, whatever the reason for absence.

**If contact has not been made following a home visit, the attendance officer may contact other named adults on your child's contact list to establish contact with you, or request the police to make a wellbeing visit to the property to ascertain the safety of the child.**

#### **4.6 Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels, providing parents/carers with a **termly** attendance report for their child(ren). If a child's attendance becomes a focus for improvement (below 96%), parents/carers will receive an attendance report more frequently, or in accordance with their personalised improvement plan.

### **5. Authorised and unauthorised absence**

#### **5.1 Approval for term-time absence**

The (Executive) Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the (Executive) Principal's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as **one-off events which are unavoidable**. Examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child or a housing crisis which prevents attendance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

A written request for a leave of absence should be submitted as soon as it is anticipated that an absence may be necessary. The leave of absence request form can be collected from the school office, and it is advised that parents/carers also speak to the attendance officer to explain the reason for the absence. Evidence to support any request for leave of absence may be requested.

Other valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Attendance at a sports event or competition, awards ceremony or other enhancing life experience which would otherwise be missed
- Recognised examinations for music or dance
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Travel associated with Home Office Appointments
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

#### **Flexi-schooling requests**

If parents are experiencing difficulty in achieving their child's attendance at school on medical grounds, they should request a meeting with the (Executive) Principal to discuss the possibility of flexi-schooling.

#### **Unauthorised absence**

This is defined as absence which is avoidable and where the child would be able to attend school if the parent(s)/carer(s) had not deemed otherwise. Reasons include:

- Family holiday
- Weather conditions which do not warrant school closure
- Poor sleep patterns resulting in late rising within the household
- Appointments which are not essential to the health and well-being of the child – e.g., attending a parent or sibling's appointment
- Child care arrangements
- Birthday celebrations
- Lack of uniform



## 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. Penalty notices are raised by the Local Authority and the payment must be made directly to the local authority. Penalty notices can be issued by a (Executive) Principal, local authority officer or the police.

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

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

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

## 6. Strategies for promoting attendance

We are committed to providing a positive, whole-school culture to promote good attendance and punctuality. We believe that good habits, established in primary school, are life long, and develop good work ethics in our young people. We promote good attendance through:

Category	Weekly	Half-termly	Annually
<b>100%</b>	Any pupil securing 100% attendance and arriving on time all week entered into a raffle for the weekly 'lucky dip'.	Attendance Star Prize Draw for the 100% attendance club (includes all pupils who have secured 100% for that half term).	Attendance Star Prize Draw for the 100% attendance club (includes all pupils who have secured 100% for the year).
	100% attendance sticker for all children who have maintained 100% for the week.	100% attendance certificate for all children who have secured 100% for that half term.	100% attendance medal for all children who have secured 100% for the year.
	<b>Any class securing 100% attendance for the week will be rewarded with a pizza party.</b>		
<b>Class</b>	Class winners identified – FS/KS1 and KS2 -receiving a certificate and Biscuit Bear in their class for the week ahead.	Class winners for the half term – FS/KS1 and KS2 - earn a reward event of their choosing, agreed with the class teacher at the start of the half term.	Class winners for the year – FS/KS1 and KS2 – awarded a reward event of their choosing agreed with the class teacher at the start of the year.
	Any class securing above 97% target earn an extra playtime.		
<b>Most improved</b>	Any child nominated for their improved attendance receives a goodie bag and a postcard home.		

## 7. Attendance monitoring

We monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.

### 7.1 Monitoring attendance

- On a daily basis, any pupil who is not in school is identified and their reason for absence ascertained. Any pupil who has been identified with persistent or severe absenteeism whom we are currently working with to improve attendance will receive a home visit and/or we will notify the Local Authority / Attendance Improvement Officer of their absence.
- On a weekly basis, the attendance officers meet with the (Executive) Principal and the designated senior leader responsible for attendance. The purpose of this meeting is to identify pupils or particular groups of children whose absences may be a cause for concern. We identify appropriate support with their attendance, and agree subsequent actions, the impact of which is further monitored.
- Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts who need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns through the Attendance Action Plan.

### 7.3 Using data to improve attendance

The school will:

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

### 7.4 Reducing persistent and severe absence

**Persistent** absence is where a pupil misses 10% or more of school, and **severe** absence is where a pupil misses 20% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

Our attendance strategy involves very close partnership working with the Inner East Cluster and includes:

Attendance	Action	Possible Outcome	
Stage 1 Below 96%	Stage 1 letter sent home – monitoring for 2 weeks.	Attendance improves.	Attendance continues to decline – progress to Stage 2.
Stage 2 Below 94%	Stage 2 letter sent home – meeting in school to discuss support and barriers to good attendance, completing Attendance Support Plan. Monitoring for 2 weeks.	Attendance improves.	Attendance continues to decline – progress to Stage 3.
Stage 3 Below 92%	Stage 3 letter, meeting with Senior Leaders in school to review attendance support plan. You will be asked to provide medical proof for further illness absences.	Attendance improves.	Attendance continues to decline – progress to Stage 4.

<p>Stage 4 Below 90% (Persistent absenteeism)</p>	<p>Referral to Inner East Cluster for an Attendance Improvement Officer.</p> <ul style="list-style-type: none"> <li>● 1:1 direct work with families to identify barriers to good attendance.</li> <li>● Attendance Improvement Officer will progress to legal intervention if attendance does not improve.</li> </ul>
<p>Stage 5 Severe absenteeism Below 80%</p>	<p>Referral to the Local Authority to utilise statutory options available to the local authority to ensure a child's attendance at school.</p> <ul style="list-style-type: none"> <li>● Penalty notices, fines of £60, have been available to the local authority since 2007, but their use has increased since the change in legislation around term-time holidays. The local authority can prosecute parents in the Magistrates Court for non-payment of penalty notices, which can lead to a fine of up to £1000, a Parenting Order, and a criminal record;</li> <li>● The local authority can apply to the Family Court for an Education Supervision Order, which means that the local authority can act directly on behalf of the child to ensure they attend school, removing some parental rights;</li> <li>● The local authority can also submit a case directly to the Magistrates Court. There are two types of such prosecution and, if found guilty of the most serious offence, parents can face a fine of up to £2,500 and/or a community rehabilitation order, or even a custodial sentence of up to 3 months.</li> </ul>

### **School attendance, Safeguarding and Children Missing Education.**

If a parent fails to maintain contact with the school during a period of absence, the child could be registered as a Child Missing in Education (CME) with the Local Authority and this could put your child at risk of losing their school place at Victoria and Ebor Gardens.

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future (Keeping Children Safe in Education and Children Missing in Education). All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorized, for a continuous period of not less than 10 school days. (Education (Pupil Registration) (England) Regulations 2006 regulation 12.)

### **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the (Executive) Principal. At every review, the policy will be approved by the local governing body.

### **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil attending school approved off-site educational activity
D	Dual registered	Pupil is attending another setting where they are also registered
J	Interview	Pupil has an interview with a prospective educational establishment
P	Sporting activity	Pupil is participating in school approved sporting activity
V	Educational trip or visit	Pupil attending school approved educational visit/trip
W	Work experience	Pupil is on a work experience placement
Authorised absence		
C	Authorised leave of absence	Pupil has been granted leave of absence
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil on approved holiday in term time
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma/ traveller absence	Pupil from a traveller community is travelling
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

**Appendix 2: Planned Absence Notification**

<b>Planned Absence Notification</b>	
<b>Name of child(ren):</b>	
<b>Date of planned absence:</b>	
<b>Reason for planned absence:</b>	
<b>Notification completed by:</b>	
<b>Evidence provided:</b>	
<b>School Section</b>	
<b>Any previous request</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Is the requested absence during exams</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Authorised</b> <input type="checkbox"/>	<b>Unauthorised</b> <input type="checkbox"/>
<b>Reason for decision:</b>	
<b>Completed by:</b>	

### Appendix 3: Exceptional Circumstances Request Form

<b>Date of request:</b>				
<b>Name of child(ren)</b>	<b>First name</b>	<b>Surname</b>	<b>Year group</b>	<b>Date of birth</b>
<b>Siblings in other schools:</b> <i>Please note this request information will be shared with the attendance lead in sibling(s) school(s)</i>	<b>First name</b>	<b>Surname</b>	<b>School</b>	
<b>Date(s) of absence:</b>	<b>Leave:</b>		<b>Return:</b>	
<b>Length of absence applied for:</b>				
<b>Reason for absence:</b> <i>Include full explanation (use a separate sheet of paper if necessary)</i>				
Parent Contact Details				
<b>First name:</b>	<b>Surname:</b>	<b>First name:</b>	<b>Surname:</b>	
<b>Address:</b>		<b>Address:</b>		
<b>Email:</b>		<b>Email:</b>		
<b>Mobile phone number:</b>		<b>Mobile phone number:</b>		
School Section				
<b>Any previous request</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Is the requested absence during exams</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Authorised</b> <input type="checkbox"/>		<b>Unauthorised</b> <input type="checkbox"/>		
<b>Reason for decision:</b>				
<b>Completed by:</b>				

## Appendix 4: Student Attendance Improvement Plan

The purpose of the Student Attendance Improvement Plan is to identify the reason(s) for a student's low attendance, and agree the plans necessary to improve the student's future attendance.

<b>Name:</b>		
<b>Date of Plan:</b>	<b>Plan number:</b>	<b>Attendance Officer:</b>
<b>Attendance Stage:</b>	<b>Current Attendance:</b>	<b>Historical Attendance:</b>
<b>Outline Reasons for Absence / Barriers to Attendance:</b>		
<b>The Plan</b>		
<b>Attendance Target:</b>		<b>Review Date:</b>
<b>Agreed Actions:</b>		
<b>Academy</b>	<b>Parent/Carer</b>	<b>Student</b>
<b>Signed (Academy)</b>	<b>Signed (Parent/carers)</b>	<b>Signed (Student)</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>



**Appendix 5: Stage 1 Attendance Monitoring Letter**

<ADDRESS>

<DATE>

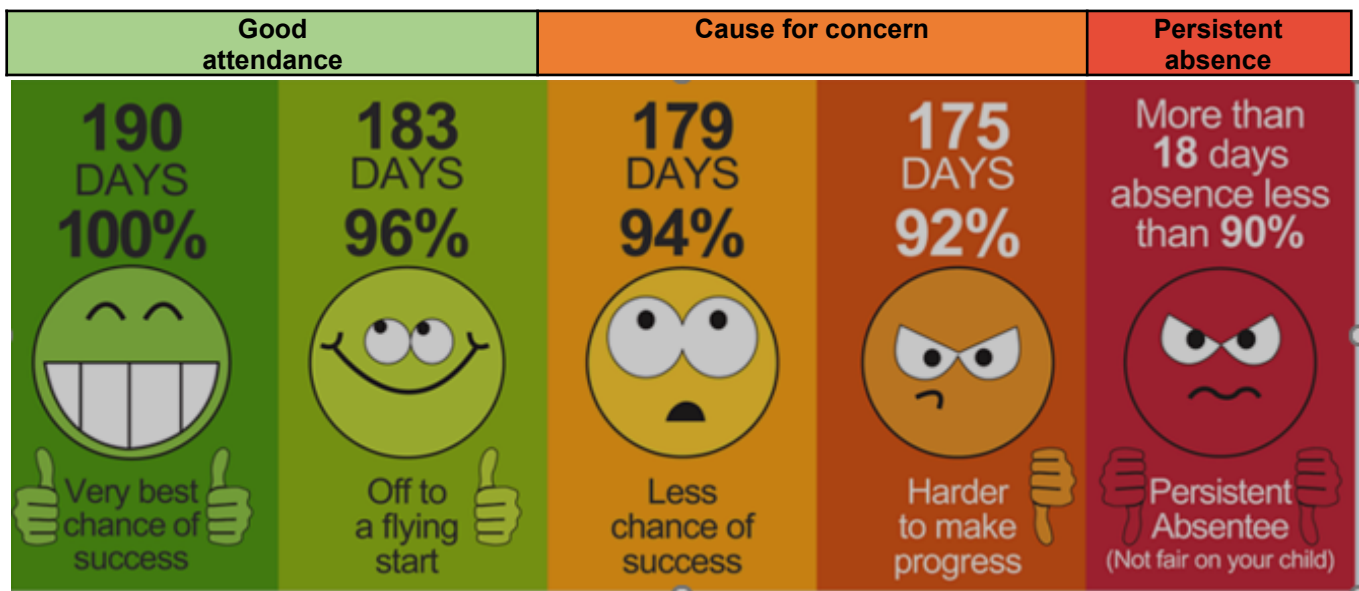
PRIVATE AND CONFIDENTIAL

Dear <PARENT/CARER NAME>

**ATTENDANCE CONCERN – Stage 1: below 96%**

It is always good practice for a school to ensure that parents are fully aware of the attendance levels of their child and to communicate with home early if there are concerns around attendance levels.

Children with lower levels of attendance make less progress in school, so high levels of attendance are very important. We work really hard with parents to strive towards all of our students achieving the highest possible levels of attendance, aiming to ensure all pupils achieve attendance above 96%.



I am writing to inform you that <NAME> currently has an attendance level of <NUMBER>%. This level of attendance is not yet a cause for concern, but we routinely monitor attendance below 96% in order to give each child their best chance of success in school. I have enclosed the attendance certificate for <NAME> so that you can check the attendance with them and talk about the importance of improving their attendance. There may be good reason for your child’s current attendance levels, but it is always good practice to discuss these concerns early before they become a major issue.

We will continue to monitor your child’s attendance in line with our attendance policy and hope that our next review recognises a positive improvement for your child. If you would like to discuss any aspect of your child’s attendance with us, please contact us to arrange an appointment.

Yours sincerely

## Appendix 6: Stage 2 Attendance Cause for Concern Letter



<ADDRESS>

<DATE>



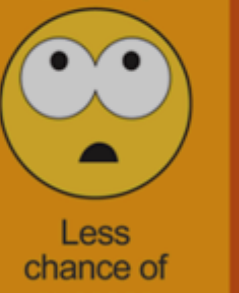


PRIVATE AND CONFIDENTIAL

Dear <PARENT/CARER NAME>

### ATTENDANCE CONCERN – Stage 2: below 94% Meeting Invite

Following our recent letter regarding our concerns about <NAME>'s attendance, we have reviewed their attendance at school since that date and unfortunately we note that their attendance has continued to decline.

Children with lower levels of attendance make less progress in school, so high levels of attendance are very important. We work really hard with parents to strive towards all of our students achieving the highest possible levels of attendance, aiming to ensure all pupils achieve attendance above 96%.

Good attendance		Cause for concern		Persistent absence
<p><b>190</b> DAYS <b>100%</b></p>  <p>Very best chance of success</p>	<p><b>183</b> DAYS <b>96%</b></p>  <p>Off to a flying start</p>	<p><b>179</b> DAYS <b>94%</b></p>  <p>Less chance of success</p>	<p><b>175</b> DAYS <b>92%</b></p>  <p>Harder to make progress</p>	<p>More than <b>18</b> days absence less than <b>90%</b></p>  <p>Persistent Absentee (Not fair on your child)</p>

I am writing to inform you that <NAME> currently has an attendance level of <NUMBER>%. This level of attendance is now **a cause for concern**. As a result, I would like to invite you to meet with me on <DATE> at <TIME> to discuss <NAME>'s attendance. In this meeting, we will complete an attendance improvement plan in order to better understand the reasons underpinning <NAME>'s low levels of attendance so that we can work together to improve their attendance at school. If you are not able to attend on this date/time, please let us know so that we can arrange an alternative.

I have enclosed your child's attendance certificate for your information and look forward to meeting with you.

Yours sincerely,

## Appendix 6: Stage 3 Attendance Serious Concern Letter



<ADDRESS>

<DATE>

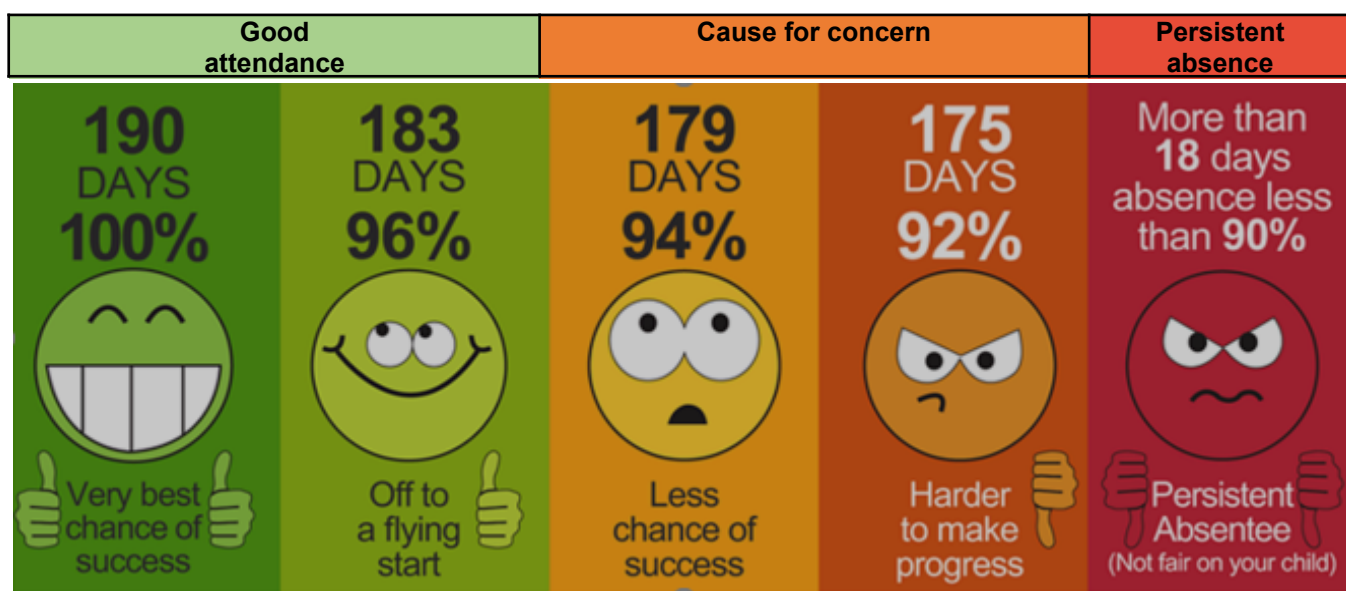
PRIVATE AND CONFIDENTIAL

Dear <PARENT/CARER NAME>

### ATTENDANCE CONCERN – Stage 3: below 92% Meeting Invite

Following our recent meeting regarding our concerns about <NAME>'s attendance, we have reviewed their attendance at school since that date and unfortunately we note that their attendance has continued to decline.

Children with lower levels of attendance make less progress in school, so high levels of attendance are very important. We work really hard with parents to strive towards all of our students achieving the highest possible levels of attendance, aiming to ensure all pupils achieve attendance above 96%.



I am writing to inform you that <NAME> currently has an attendance level of <NUMBER>%. This level of attendance is now **a serious cause for concern and your child is at risk of meeting the threshold for Persistent Absenteeism**. As a result, I would like to invite you to meet with me on <DATE> at <TIME> to discuss <NAME>'s attendance. In this meeting, we will review the attendance improvement plan to agree any further areas of support necessary to ensure <NAME>'s attendance at school improves. I have enclosed a copy of our recent agreement, and have also enclosed a copy of the academy attendance policy so that you can understand our next steps. It is very important that you attend this meeting so that we can achieve our shared objective to ensure your child achieves their full potential in school. If you are not able to attend on this date/time, please let us know so that we can arrange an alternative.

Please be aware that, due to your child's high level of absence, you will be required to provide medical evidence of any further illness absences which you report. Without evidence, further instances of illness absence will be recorded as unauthorised.

I have enclosed your child's attendance certificate for your information and look forward to meeting with you.

Yours sincerely

Appendix 7: Stage 4 Attendance Persistent Absenteeism Letter



<ADDRESS>

<DATE>

PRIVATE AND CONFIDENTIAL

Dear <PARENT/CARER NAME>

**ATTENDANCE CONCERN – Stage 4: below 90% Persistent Absenteeism**

Following our recent meetings to discuss our serious concerns about your child’s low levels of attendance at school, I am sorry to note that <NAME>’s attendance has continued to decline and is now a serious cause for concern.

We have previously discussed with you that children with lower levels of attendance are less likely to make good progress and achieve their potential at school. It is our expectation that all pupils achieve attendance above 96%. We have previously communicated our concerns that your child’s attendance had fallen below 96%, and further when it fell below 94% (a cause for concern) and 92% (a serious cause for concern). In line with our Attendance Policy, we have developed and implemented an Attendance Improvement Plan, but this has sadly failed to have the desired impact and your child’s attendance at school is placing them at risk of underachievement.

Good attendance		Cause for concern		Persistent absence
190 DAYS 100%	183 DAYS 96%	179 DAYS 94%	175 DAYS 92%	More than 18 days absence less than 90%
Very best chance of success	Off to a flying start	Less chance of success	Harder to make progress	Persistent Absentee (Not fair on your child)

I have now referred this case to the Inner East Cluster, who will now intervene to support you in securing improvement in your child’s attendance at school. It is very important that you engage with the Attendance Improvement Officer assigned to you through the cluster. Your failure to do so may lead to enforcement through legal intervention if your child’s attendance fails to improve.

Yours sincerely