

HAYWOOD ACADEMY ATTENDANCE (Students)

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VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
0.1	New Document	Sept 2019	New Policy
1.0	Format	Sept 2020	Corporate format only
1.1	Annual review	Sept 2022	Version date changed to 2022. Trustees signature box removed and policy personalised to Academy procedures. Parents amended to parent/carers and pupil amended to student.
1.2	Annual Review	Sept 2023	Date changes Section 3.a - website address updated Section 4.1.g - updated Section 4.2.a.i - email address updated Section 8.4.1.a - updated
1.3	Annual Review	Sept 2024	Date changes Status changed Section 2 - re-write Section 3 - Legislation & Guidance removed Section 3.1.1.e added j, h, i & j times updated Section 8.2.A and b - updated Section 3.3.a - amended Section 3.4, 3.5, 4.1 and 4.2 - updated Section 5 - added Section 6.c - added Section 8 - added Section 9.1 and 9.2 - updated Section 9.3.f, g and h - added Section 9.4.1 - updated Section 9.4.3 - added Appendix A - updated Appendix B - added
1.4	Annual Review	June 2025	Reviewed by Compliance Director, confirmed Crossway Academy is covered and no further updates.

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1. POLICY STATEMENT

- a. Our Academy recognises the fact that attendance and punctuality are vital components to the success of its students. Good attendance raises achievement; it helps to establish good patterns of behaviour and provides a routine in preparation for life beyond the Academy. Punctuality both to the Academy and to lessons shows respect and due regard to the importance of our Academy and our motto of Dream, Believe, Achieve. This policy aims to show our commitment to meeting our obligations with regard to school attendance including those laid out in the Department for Education's statutory guidance, 'Working Together to Improve School Attendance, through our whole-school culture and ethos that values good attendance including:
 - i. Setting high expectations for the attendance and punctuality of all students
 - ii. Promoting good attendance and the benefits of good attendance
 - iii. Reducing absence, including persistent and severe absence
 - iv. Ensuring every pupil has access to the full-time education to which they are entitled
 - v. Acting early to address patterns of absence
 - vi. Building strong relationships with families to make sure pupils have the support in place to attend school
- b. We will also promote and support punctuality in attending lessons.

2. PROCESS FOR COMPLIANCE AND IMPLEMENTATION

2.1 Recording Attendance

2.1.1 Attendance Register

- a. By law, all Academies (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.
- b. The attendance register will be taken at the start every lesson. It will mark whether every student is:
 - i. Present;
 - ii. Attending an approved off-site educational activity;
 - iii. Absent;
 - iv. Unable to attend due to exceptional circumstances.
- c. Any amendment to the attendance register will include:
 - i. The original entry.
 - ii. The amended entry.
 - iii. The reason for the amendment.
 - iv. The date on which the amendment was made.
 - v. The name and position of the person who made the amendment.
- d. See Appendix A for the DfE attendance codes.
- e. We will also record:
 - i. For students of compulsory school age, whether the absence is authorised or not
 - ii. The nature of the activity, where the student is attending an approved educational activity
 - iii. The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- f. Every entry in the attendance register will be preserved for 3 years after date on the entry was made.
- g. The school day starts at 08:40 and ends at 15:00.
- h. Students must arrive at the academy by 08:35 each day.
- i. The register for the first session will be taken at 08:40 and will be kept open until 09:10.
- j. The register for the morning session will be taken during lesson one at 08:45 and the register for the afternoon session will be taken during period 4 at 12:30.

2.2 Unplanned Absence

- a. Parents/carers must notify the Academy on the first day of an unplanned absence for example, if their child is unable to attend due to ill health. This must be done by 09:00 on each day of absence using any one of the following methods; dedicated absence telephone line/voicemail via main phone number, ClassCharts or via email info@clt.haywood.coop.
- b. Absence due to physical or mental illness will be authorised unless the Academy has a genuine concern about the authenticity of the illness.
- c. Where the absence is longer than 5 school days or there are doubts about the authenticity of the illness, the Academy will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

- d. If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

2.3 Planned Absence

- a. Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
- b. However, we encourage parents/carers to make medical and dental appointments out of Academy hours where possible. Where this is not possible, the student should be out of Academy for the minimum amount of time necessary.
- c. The student's parent / carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. The types of term-time absence the academy can authorise can be found in Section 5.

2.4 Lateness and Punctuality

- a. a. A student arrives late:
- Before the register has closed will be marked as late, using the appropriate code
 - After the register has closed will be marked as absent, using the appropriate code
- b. Punctuality is closely monitored; anyone late in the morning, will be required to attend a Late detention on the same evening for either 15 or 60 minutes depending on the minutes late. For example, if a child is 8 minutes late, they will be set a 15 minute detention for the same evening. Repeated late attendance will also be sanctioned in line with the Academy Behaviour Policy.

2.5 Following up Unexplained Absence

- a. a. Where any student we expect to attend the academy does not attend, or stops attending, without reason, the academy will:
- Call or text the students parent/carer on the morning of the first day of absence to ascertain the reason. If the school cannot reach any of the emergency contacts, a home visit could be carried out, this may be by an external agency such as education welfare service, social care or police.
 - Identify whether the absence is approved or not.
 - Identify the correct attendance code to use and input it as soon as the reasons for the absence is ascertained - this will be no later than 5 working days after the session(s) for which the student was absent.
 - Call the parent / carer on each day that the absence continues without explanation, to ensure that the proper safeguarding action is taken where necessary. If the absence continues, the Academy will consider involving an education welfare officer.
 - Where relevant, report the unexplained absence to the student's youth offending team worker and / or social worker
 - Where appropriate, offer support to the student and / or their parents to improve attendance
 - Identify whether the student needs support from wider partners, as quickly as possible to make the necessary referrals
 - Where support is not appropriate, not successful or not engaged with the Academy will take robust and swift action such as issuing a notice to improve, a penalty notice or consider other legal options.

2.6 Reporting to Parents/Carers

- a. A child's attendance record will be communicated to parents/carers, regularly, throughout the academic year. This will be through Academy reports and parents/carers evenings. Parents / carers can also check the ClassCharts for up to date attendance.

2.7 Managing Reintegration

- a. From time to time it is necessary to reintegrate students back into school who have been experiencing problems and the school will decide if this is appropriate or not. Where this is agreed, Attendance staff and/ or Pastoral staff will play an integral part in managing any reintegration.

2.8 Managing Illness through the School Day

- a. If a student is unwell, he or she should attend Reception for their condition to be assessed. If necessary, parents/carers will be informed by the Academy for the student to be collected from Reception. Students are not allowed to make their way home, but must be collected by an appropriate adult.
- b. In certain cases, emergency services may be contacted if there is any delay in the parent's arrival at school or in the interests of the welfare of the child; parents/carers will be informed as soon as is reasonably practicable in the given circumstances.

3. AUTHORISED & UNAUTHORISED ABSENCE

3.1 Granting Approval for Term-Time Absence

- a. The Principal may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances' and it is unlikely a leave of absence will be granted for a family holiday.
- b. The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request and if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:
 - i. Taking part in regulated performance, or regulated employment abroad
 - ii. Attending an interview
 - iii. Study leave
 - iv. A temporary, time-limited part-time timetable
 - v. Exceptional circumstances
- c. Other valid reasons for authorised absence include (but are not limited to):
 - i. Illness (including mental-health illness) and medical / dental appointments (see section 3.3)
 - ii. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student parent(s) / carer(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
 - iii. Parent(s) 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
 - iv. If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- d. Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
 - i. Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
 - ii. Attending another school at which the pupil is also registered (dual registration)
 - iii. Attending provision arranged by the local authority
 - iv. Attending work experience
 - v. If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed
- e. A leave of absence is granted at the Principal / Headteacher's discretion, including the length of time the student is authorised for.
- f. Any request should be submitted as soon as it is anticipated and, where possible, at least 6 weeks before the absence, and in accordance with any leave of absence request form, accessible from Main Reception. The Principal/Headteacher may require evidence to support any request for leave of absence.
- g. We define 'exceptional circumstances' as emergency incidents such as a sudden bereavement of a close family member or attending a close family member's funeral.
- h. Leave of absence will not be granted for a student to take part in a protest during Academy hours.
- i. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been granted. This includes:
 - i. holidays;
 - ii. parents/carers keeping children off school unnecessarily, including the avoidance of Academy sanctions;
 - iii. shopping trips, haircuts;
 - iv. truancy before or during the Academy day;
 - v. absences which have never been properly explained;
 - vi. looking after relatives/siblings;

3.2 Legal Sanctions

- a. Our Academy will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.
- b. The Principal/Headteacher (or someone authorised by them), local authority or the police can fine parents / carers for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. If the local authority issues a penalty notice, it will check Academy records before doing so, and send it a copy of any penalty notice issued.
- c. Before issuing a penalty notice, the Academy will consider the individual case, including:
 - i. Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).
 - ii. Whether a penalty notice is the best available tool to improve attendance for that student
 - iii. Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
 - iv. Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
- d. The payment must be made directly to the Local Authority, regardless of who issues the notice. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.
- e. If issued with a **first** penalty notice, the parent / carer must pay £80 within 21 days, or £160 within 28 days.
- f. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.
- g. A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead
- h. A penalty notice may also be issued where parents / carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

4. NOTICES TO IMPROVE

- a. If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.
- b. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.
- c. They will include:
 - i. Details of the pupil's attendance record and of the offences
 - ii. The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
 - iii. Details of the support provided so far
 - iv. Opportunities for further support, or to access previously provided support that was not engaged with
 - v. A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
 - vi. A clear timeframe of between 3 and 6 weeks for the improvement period
 - vii. The grounds on which a penalty notice may be issued before the end of the improvement period

5. STRATEGIES FOR PROMOTING ATTENDANCE

- a. Promoting positive attendance patterns and trends is a priority of the Academy. Attendance percentages are shared with students individually and target attendance is incentivised with regular rewards. A range of parameters are in place to support students in achieving positive attendance patterns with interventions to support students who are finding it difficult to achieve them.
- b. The Academy has a number of processes in place to ensure that parents/carers are kept informed and updated about the attendance of their child, the benefits of positive attendance and the consequences of inconsistent attendance. If a parent is experiencing difficulty in ensuring their child is in school on time, every day, help is available from the Academy inclusion and pastoral teams.

- c. To recognise the students who have good attendance, the Academy will use/have:
 - i. Weekly celebration in Fabulous Friday by Form Tutor
 - ii. Weekly attendance league with Performance Leader
 - iii. Certificates
 - iv. Praise postcards home
 - v. Invitations for rewards events and surprises
 - vi. Nominations for Principal awards
 - vii. Termly prize draws
 - viii. Yearly prize draws

6. ATTENDANCE MONITORING

- a. The Designated Attendance Officer monitors student absence on a daily basis.
- b. Parents/carers are expected to call the Academy in the morning if their child is going to be absent due to ill health (see section 3.2)
- c. Parents/carers are expected to call the Academy on each day of any absence. If there is a clear period of absence ahead for a child, the parent must discuss this with the Academy's Designated Attendance Officer.
- d. If a student's attendance falls below 95%, the Academy will contact the parents/carers to discuss the reasons for this.
- e. If, after contacting parents/carers a student's absence continues to rise, the Academy will consider involving an Education Welfare Officer.
- f. The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.
- g. Student-level absence data is collected each term and published at national and Local Authority level through the DfE's Academy absence national statistics releases. The underlying Academy-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with Governors.

7. REDUCING PERSISTENT AND SEVERE ABSENCE

- a. Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.
- b. The Academy will:
 - i. Use attendance data to find patterns and trends of persistent and severe absence
 - ii. Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
 - iii. Hold regular meetings with the parents of students who the Academy (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
- c. Discuss attendance and engagement at school
- d. Listen, and understand barriers to attendance
- e. Explain the help that is available
- f. Explain the potential consequences of, and sanctions for, persistent and severe absence
- g. Review any existing actions or interventions:
 - i. Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
 - ii. Consider alternative support that could be put in place to remove any barriers to attendance and reengage these students. In doing so, the Academy will sensitively consider some of the reasons for absence.
 - iii. Implement sanctions, where necessary (see section 4, above).

8. ROLES AND RESPONSIBILITIES

8.1 The Local Governing Committee is responsible for:

- a. The Local Governing committee is responsible for:
 - i. Setting high expectations of all school leaders, staff, pupils and parents
 - ii. Making sure school leaders fulfil expectations and statutory duties, including:
 - iii. Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - iv. Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
 - v. Recognising and promoting the importance of school attendance across the Academy's policies and ethos
 - vi. Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
 - vii. Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.

8.2 The Principal

- a. The Principal is responsible for:
 - i. for ensuring this policy is implemented consistently across the Academy, and for monitoring Academy-level absence data and reporting it to Governors.
 - ii. supporting other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.
 - iii. Monitoring the impact of any implemented attendance strategies
 - iv. Issuing fixed-penalty notices
 - v. Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

8.3 The Designate Attendance Officer

- a. The Designated Attendance Officer monitors attendance data at the Academy and individual student level.
- b. Reports concerns about attendance to the designated member of the Senior Team and the Principal.
- c. Work with Education Welfare Officers to tackle persistent absence.
- d. Arrange calls and meetings with parents/carers to discuss attendance issues.
- e. Advises the designated member of the Senior Team and the Principal when to issue fixed-penalty notices.
- f. Benchmarking attendance data to identify areas of improvement.
- g. Working with education welfare officers to tackle persistent and severe absence
- h. The Attendance Officer can be contacted via info@clt.haywood.coop or 01782853535

8.4 Class Teachers and Form Tutors

8.4.1 Class teachers and form tutors

- a. Are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix A), and submitting this information to the school office.

8.4.2 Office/Reception Staff

- a. Are expected to take calls from parents/carers about absence and record it on the school systems.

8.4.3 Parents/Carers

- a. Parents / carers are expected to:
 - i. Make sure their child attends and on time
 - ii. Call the school to report their child's absence before] on the day of the absence, and advise when
 - iii. they are expected to return
 - iv. Provide the school with at least two emergency contact numbers for their child
 - v. Ensure that, where possible, appointments for their child are made outside of the school day
 - vi. Keep to any attendance contracts that they make with the school and/or local authority
 - vii. Seek support, where necessary, for maintaining good attendance, by contacting the Academy

9. MONITORING AND REVIEW

- a. This policy will be reviewed as guidance from the local authority and/or DfE is updated, and at least annually as a minimum. At every review, the policy will be approved by the full governing board.

10. LINKS WITH OTHER POLICIES

- a. This policy is linked to:
 - i. Child Protection and Safeguarding Policy
 - ii. Behaviour Policy

APPENDIX A

Attendance Codes

a. The following codes are taken from the DfE's guidance on Academy 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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school

Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

APPENDIX B

Request for Leave Form

Request for leave during term time

To: Academy Headteacher

Date: _____

I request a leave of absence from school during term time for my child/children (full name and Year group):

For the period from (date) _____ to (date) _____

The **exceptional** circumstances and reason for this request are:

I am aware that if my child reaches 10 session of unauthorised absence (5 full days in total) within a 10 week period I will be subject to a fine.

(Signature of 1st parent/carer(s) _____ Print Name _____

(Signature of 2nd parent/carer(s) _____ Print Name _____

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance _____ %

Number of school sessions taken as leave during term time _____ (this academic year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request: _____

Signed _____ Principal Date _____

Notification of decision: Date letter sent to parent/carer