



**HuishEpiscopi**

**POLICY DOCUMENT**

**Attendance Policy**

**June 2022**



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## **Part 1 Policy:**

### **1. Introduction**

It is the aim of Huish Episcopi Academy that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

### **2. Aims**

Our school aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out our Academy's position on attendance and details the procedures that all parents<sup>1</sup> must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. Therefore, the Academy will encourage parents to send their children to every session that is available to them. A leaflet detailing what constitutes good attendance and how students can be supported in coming into school will be provided to parents and is available on the Academy website. If the child is unable to attend the Academy for any reason, the parent should inform the Academy of the reason on the first day of absence. If the Academy is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory<sup>2</sup> school age attend regularly, and will promote and support punctuality in attending lessons.

We want our pupils to attend school every day, unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become

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<sup>1</sup> Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

<sup>2</sup> A child becomes of 'compulsory school age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality are essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the pupil’s attendance is deemed to be irregular.

We will do all we can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents ‘Supporting pupils at school with medical conditions - December 2015’ and ‘Ensuring a good education for children who cannot attend school because of health needs- January 2013’ – or ask the school for printed copies.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our Academy a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community
- Raise our pupils’ awareness of the importance of good attendance and punctuality through weekly reports provided to pupils via their tutors at form time
- Provide support, advice and guidelines to parents, pupils and staff
- Work in partnership with parents
- Celebrate and reward good attendance and punctuality

## Effects of non-attendance

The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

Descriptor	Attendance	Whole Days Absent	Lost Hours of Learning
Excellent	100% - 99%	0 - 2	0 - 10
Good	98% - 95%	4 - 10	19 – 48
Requires Improvement	94% - 91%	11 - 17	58 - 86
Persistent Absentee	90% - 86%	19 - 27	95 - 133
Critical	85% - 80%	29 - 38	143 - 190

## 3. Safeguarding and Attendance

Our Academy will monitor trends and patterns of absence for all pupils as part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education (2021 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our Academy's Safeguarding Policy for more information.)

## 4. Legislation and Guidance

This policy meets the requirements of the 2019 school attendance guidance, from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on school attendance parental responsibility measures. These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)

- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

The DfE's guidance on the school census explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

## **Part 2 What the Law Says and Our School Procedures:**

### **1. Contents of Attendance Register**

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present;
- Absent;
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

### **2. Present at School (and Lateness)**

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

Lateness to school will result in negative behaviour points (-2) unless a valid reason is accepted. Negative points will be processed in accordance with the behaviour policy.

The Head of House will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Our pupils must arrive by 8:55am on each school day.

Our morning register is taken at 8:55am and will be kept open until 9.25am

Our afternoon register is taken at 1:00pm and will be kept open until 1.20pm

A pupil who arrives late but before the register has closed will be marked as late (**L**) – which counts as present.

A pupil who arrives late **after** the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the



absence will be authorised. If the pupil is late for no good reason they will be marked with the **unauthorised** absence code 'Late after registers close' (**U**). See DfE Attendance Codes – Appendix One.

### **Effects of Late Arrival at School**

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

<b>Minutes late per Day</b>	<b>Equates to Days of Teaching Lost in one Year</b>	<b>Which means this number of lessons missed</b>
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

### **3. Authorised Absence**

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

**The following information outlines the main circumstances where absence may be authorised by the Academy:**

#### **3.1 Illness**

In most cases, absences for illness which are reported by following the Academy's absence reporting procedures will be authorised. That is unless the Academy has a genuine concern about the authenticity of the illness.

The Academy follows the 2019 DfE School Attendance Guidance which states that if the authenticity of the illness is in doubt, the Academy may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. (See DfE 2019 School Attendance guidance document - link in the Legislation and Guidance section, or at the end of this policy, or ask the Academy for a printed copy.)

We will not ask for medical evidence unnecessarily. In some instances, the Academy may ask the parent to obtain a letter from a GP, or the Academy may seek parental permission to contact the pupil's GP directly.

If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the Academy may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the Academy will make the parents aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the Academy by the parent on the first day of absence may not be authorised.

Parents should contact the Academy's Attendance Officer either by telephone or by email at the earliest possible opportunity, at this point a decision will be made if the Academy requires medical evidence for the absence.

If a child is absent for more than one day, the parent should contact the Academy each day to provide an update on the child's condition, unless otherwise agreed by the Academy.

On the child's return to school, a note should be provided by the parent/guardian, confirming the reason for their child's absence.

### **Mental Health and Wellbeing**

Parents who have concerns about their child's mental wellbeing can contact our Academy's Designated Mental Health worker, via the House Office, for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

### **Pupils taken ill during the school day**

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of Academy staff. In such circumstances, the pupil

must be collected from the Academy reception by a parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the Academy site without parental confirmation.

### **3.2 Medical/Dental Appointments**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the Academy will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the Academy reception by the parent or another authorised adult, and signed out at reception. No pupil will be allowed to leave the Academy site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it is an emergency appointment, and must be supported by providing the Academy with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

### **3.3 Religious Observance**

Our Academy acknowledges the multi-faith nature of the Academy community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the Academy will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the Academy will seek advice from the parents' religious body, to confirm whether the day is set apart.

### **3.4 Traveller Absence**

The Academy will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The Academy will discuss cases individually with Traveller parents as necessary. Parents should let the Academy know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational

purposes. In which case the child will be dual registered at that school and this Academy, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

### **3.5 Exclusions**

If the Academy decides to send a pupil home due to their behaviour, this will be recorded as a Suspension. The Academy will follow the current DfE's statutory guidance on exclusions.

Any suspension must be agreed by the Principal.

The Academy will notify the parent of the suspension. If the pupil is a Looked After Child, the Academy will notify the pupil's carer, social worker and Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the Academy will also inform their allocated social worker.

The pupil must be collected from the Academy reception by the parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the Academy site without parental confirmation.

#### **4. First Day of Absence Response**

If a child is absent and we have not received communication from the parent the Academy's Attendance Officer will contact priority one contacts from the school system to ascertain the reason for the absence.

The list of students is generated using the Management Information System where no reason has been provided for an absence and a message sent.

It is important that the Academy has up to date contact details for a child's parents and any other priority contacts, therefore should these change please ensure the Academy is aware.

If the Academy is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may request a Welfare Check from the police.

#### **5. Rewarding Good and Improved Attendance**

The Academy will reward those students who have managed 98-100% attendance over the course of a term, this will be reset each term so that should a pupil fall outside of this bracket for one term they have the opportunity to be rewarded in the following term.

There will also be a separate reward for students who have managed to maintain 100% for the entire year.

As part of the Academy's attendance improvement strategy, pupils that successfully complete their attendance support plan will also be eligible for an award. This will be decided in a conversation between the pupil and Tutor/Head of House when the attendance support plan is completed.

#### **6. Leave of Absence Requests – 'Exceptional Circumstances'**

**The law does not grant parents the automatic right to take their child out of school during term time.**

Only exceptional circumstances warrant an authorised leave of absence. The Academy will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The Academy will not grant leave of absence unless there are exceptional circumstances. The Academy must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the Academy will determine

the number of days the pupil can be away from school. A leave of absence is granted entirely at the Principal's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the Academy. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of Female Genital Mutilation (FGM) or Forced Marriage we will follow the necessary protocols. (Please see our Academy's Safeguarding Policy for more information.)

## 7. Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the Academy's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the Academy)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

## **8. Approved Educational Activity (AEA)**

When pupils are attending educational activities off the Academy site that have been approved by the Academy, the register will be marked to show this is the case. (See DfE 2019 School Attendance guidance.)

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our Academy will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The Academy expects the alternative provider (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the AP.

## **9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)**

In accordance with DfE school attendance guidance, our Academy will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our Academy site, or part of it, is closed due to an unavoidable cause.
- The transport provided by our Academy or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's 'Home to school travel and transport' guidance document, or ask the Academy for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll. (If the Academy has evidence that the pupil is attending educational activities we can record those sessions as 'present at approved educational activity'.)

## **10. Support for Poor School Attendance (other than unauthorised term time leave)**

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is

reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As an Academy, we need to understand the reasons why a pupil is reluctant to attend to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Parents may be asked to meet with the Head of House to discuss the matter in the first instance. In some cases, this may result in a formal action plan being produced in the form of an Attendance Support Plan or support from the Team Around the School being offered.

If our Academy refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a warning letter.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our Academy will take a holistic approach to the issue, and involve other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the Academy and/or other agencies, or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our Academy has safeguarding concerns about a pupil who is absent we will share information with other agencies as we deem necessary.

## **11. Pupils on Part-time Timetables**

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our Academy is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to a full-time timetable.



## 12. Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from school can result in several different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The Academy will refer cases of unauthorised absence that meet the threshold, currently 10 unauthorised sessions in a 12 school week period, for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

A pupil's unauthorised absence from school could result in one of the following:

1. A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution.

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on School attendance parental responsibility measures for more information and Somerset County Council's Penalty Notice Code of Conduct, available [here](#)) Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

### **13. Children Missing Education (CME)**

Our Academy will add and delete pupils from roll in line with the law. The Academy will follow Somerset Child Missing Education process and make CME referral as appropriate. Please see policy [here](#)

### **14. Following up Unexplained Absences**

Where no contact has been made with the school the school will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 5 school days, we will mark the absence as unauthorised, using the **O** code. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we expect may be able to advise us of the pupil's whereabouts.

### **15. Reporting to Parents**

Parents/Guardians are encouraged to sign up to the SIMs Parents App, this will enable to them to track their child's attendance in real time. However, the Academy will include pupils' attendance data in their academic reports produced during the three reporting windows over the course of the academic year.

Where a child's attendance drops for whatever reason, the Academy will contact parents to let them know what support in being put in place, unless there is a good reason not to.

### **16. Recording Information on Attendance and Reasons for Absence**

All information relating to attendance will be recorded on SIMs, this includes any correspondence and/or evidence that supports pupil absence and copies of any form of intervention used.

### **17. Roles and Responsibilities**

#### **The Academy Board**

The Academy Board is responsible for monitoring attendance figures for the whole Academy on at least a termly basis (6 times a year). It also holds the Principal to account for the implementation of this policy.

If you have a link governor for attendance (this may also be your safeguarding governor), or a committee responsible for attendance, you may wish to adapt this to reflect their role in the board's monitoring of pupil attendance.

### **The Principal**

The Principal is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring school-level absence data and reporting it to Directors.

The Principal also supports other staff in monitoring the attendance of individual pupils and requests fixed-penalty notices, where necessary.

### **The Associate Head with Responsibility for Attendance:**

- Line management of the Attendance Officer
- Support the Attendance Officer with monitoring staff registers and attendance being completed regularly
- Responsible for ensuring that monitoring takes place
- Ensures the attendance procedures and policy are in place and implemented
- Works with the LEA consultant and the Education Welfare Officer (EWO) in devising strategy
- Attends pre court meetings and formal proceedings where possible regarding attendance
- Monitoring of vulnerable groups to ensure inform strategy

### **The Designated Safeguarding Lead (DSL)**

#### **The Attendance Officer**

- Ensures that all registers are completed correctly, and draws attention to any inconsistencies in the registers.
- Inputs any outstanding data and maintains the system daily/regularly.
- First day calling/texting.
- Distributes lists of attendance to tutors, Heads of House at least every two weeks with notes if there has been previous action taken.
- Provides SLT link data overview of whole academy (including cohorts).
- Maintains all records regarding attendance.

- Liaises with the Education Welfare Officer (EWO) and other relevant bodies.
- Ensures that all agencies are kept informed of interventions and concerns.

**Heads of House, where attendance is between 86-91%:**

- When an Attendance Support Plan 1 has not been effective, meet with pupils and parents/guardians to discuss appropriate interventions and formalise these using an Attendance Support Plan 2.
- Where attendance continues to worsen, Heads of House will complete a Team Around the School (TAS) referral for Education Safeguarding Service involvement.
- Lead and manage the house teams in ensuring good attendance.
- Identify patterns of non-attendance in the Houses and intervene to ensure good attendance.
- Support the tutors and maintain the professional relationship between the Academy and home.
- Monitor the work of the House team in attendance.
- Direct interventions that ensure and promote good attendance.
- Liaise with the EWO and other agencies about specific concerns.
- Liaise with the EWO and other agencies to devise strategies to ensure and promote good attendance.

**The Class Teachers/Form Tutors:**

- Complete am and pm registration directly into Bromcom.
- Complete the absence record and keep Head of House and Attendance Officer informed of relevant information.
- Be first contact on attendance for parents.

**Form Tutors where attendance is between 92-97%:**

- Identify patterns of non-attendance in the tutor group and for individual students, and intervene to ensure good attendance using an Attendance Support Plan 1.
- Contact parents directly (ideally by phone) if there is a specific concern and maintain the professional relationship between the Academy and home.

- Provide pupils with attendance catch up reports after any brief period of absence to ensure any missed work is caught up on

## **18. Policy Monitoring Arrangements**

This policy will be reviewed every three years by the Senior Leader for Attendance, or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the Academy Board.

## **19. Links with other policies**

This policy is linked to:

- Anti-Bullying Policy
- Behaviour for Learning Policy
- Single Equality Scheme
- Inclusion Policy
- SEN policy
- Every Child Matters

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**Guidance Documents:**

Supporting pupils at school with medical conditions (DfE December 2015)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Education for children with health needs who cannot attend school (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

Keeping children safe in education (DfE September 2019)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

School Attendance (DfE September 2019)

<https://www.gov.uk/government/publications/school-attendance>

School attendance parental responsibility measures (DfE January 2015)

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

School census 2017 to 2018 (DfE May 2018)

<https://www.gov.uk/government/publications/school-census-2017-to-2018-guide-for-schools-and-las>

School Exclusion (DfE September 2017)

<https://www.gov.uk/government/publications/school-exclusion>

Home to school travel and transport guidance (DfE July 2014)

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

## Appendix 1 – Department for Education (DfE) Attendance Codes

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
<b>/</b>	Present (AM)	Present
<b>\</b>	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. present at another school or PRU)	Not counted in possible attendances
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
<b>R</b>	Day set aside exclusively for religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late and arrived after the registers closed	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience (not work based training)	Approved Education Activity
<b>X</b>	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
<b>Y</b>	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to all pupils	Not counted in possible attendances