

Attendance Policy



Review Date:

July 2025

Ratified:

August 2025

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July 2026

Responsible Directorate

Inclusion

Our Trust

*These four critical questions make it clear who we are and what we do.
We ask ourselves these questions to guide our work and our improvement.*

Why do we exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.

How do we behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.

What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.

How will we succeed?

1. Aligned autonomy
2. Keeping it simple
3. Talent development

Contents

1	Introduction	4
2	Aim of this Policy	4
3	Key Principles	4
4	Roles and Responsibilities	5
5	Registration	8
6	Late Arrival	8
7	Reasons for Absence and How to Report or Request Authorisation	9
8	Addressing Poor Attendance and Punctuality	11
9	Children Missing from Education and Children Absent from Education	13
10	Part-Time Timetables	14
	Appendix 1- Threshold Criteria for Intervention	15
	Appendix 2- Waves of Provision	17
	Appendix 3- Leave of Absence Request Form	19
	Appendix 4- Exceptional Circumstances for Leave of Absence	22
	Appendix 5- Unexplained Absences Procedure	23
	Appendix 6 - Penalty Notices and Leave of Absence Expectations	24

1 | Introduction

- 1.1 We are committed to providing education of the highest quality to our pupils. Attendance is everyone's responsibility. We recognise the clear link between attendance and the attainment of pupils. The aim of this policy is therefore to encourage the highest possible levels of attendance for individuals, groups and the pupil body as a whole. To achieve this, all members of our academy community have an important contribution to make, to develop a safe and inclusive academy culture that supports pupils to regularly attend and fulfil their true potential.
- 1.2 We are committed to taking positive action in the light of the Equality Act (2010) regarding the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership. We continue to make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage. Our relentless approach to ensuring our pupils attend our academy and receive the education that they deserve and are, indeed entitled to, is central to our values.
- 1.3 We operate on a culture of support and inclusivity. We will work with our pupils and families to reduce the barriers to academy attendance, utilising a graduated response to pupil need and ensuring that pupils are offered support to regularly attend. We will offer support and guidance to pupils and families, in order to encourage regular and punctual attendance.

2 | Aims of this Policy

- 2.1 To support excellent levels of attendance for all pupils to enable fulfilment of their potential at this Academy

3 | Key Principles

- 3.1 High levels of attendance and punctuality levels are promoted and rewarded.
- 3.2 It is the responsibility of everybody in the academy to improve attendance and punctuality.
- 3.3 When a student's attendance or punctuality does not meet expected standards, the school will take steps to address this. Support will be provided where needed, and, if appropriate, consequences may be applied in line with the Behaviour Policy and Local Authority guidelines.
- 3.4 Some pupils find it harder than others to attend school. The academy will work with pupils, parents and other local partners to remove any barriers to attendance, using waves of

provision and our graduated response, to support the needs of the pupil.

- 3.5 Subject to the terms of this policy, any day-to-day attendance issues that parents or pupils have should be discussed with the class teacher or form tutor. Where more detailed support around attendance is required, parents and pupils should contact the Attendance Officer.
- 3.6 This policy applies to all pupils on the Academy's roll. It is acknowledged, however, the parents of pupils of non-compulsory school age, will not be subject to legal repercussions, as outlined in this policy.

4 | Roles and Responsibilities

- 4.1 Attendance is everyone's responsibility. This includes, but is not limited to, the CEO, the Trust Board, Trust Attendance Lead, academy staff (teaching and support staff), governors, parents and/or carers and pupils. Each of our academies has an academy Attendance Lead, a Designated Safeguarding Lead and an Attendance Officer available for families to contact, details of which can be found in our **Safeguarding and Child Protection Policy**.

The Board of Trustees

- 4.2 The Board of Trustees will:

- Take an active role in attendance improvement, recognise the importance of Academy attendance and promote it across the trust and Academy's ethos and policies
- Ensure the Academies leaders fulfil expectations and statutory duties
- Regularly review attendance data, discuss and challenge trends and help academy leaders focus improvement efforts on the individual pupils or cohorts who need it most
- Ensure academy staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support pupils or cohorts overcome common barriers to attendance
- Share effective practice on attendance management and improvement across its academies
- Require the academy to report to the trustees on the Academy's attendance at regular intervals
- Have a dedicated Trust Attendance Lead who will drive improvement across the trust and act as a central point for academies with attendance queries.

The Academy

- 4.3 The academy's responsibilities include, but are not limited to:

- Developing and maintaining a whole academy culture that promotes the benefit of high attendance

- Working with pupils and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance
- Investigating unexplained or unjustified absence, applying sanctions where appropriate
- Taking into account individual needs when implementing this policy, including having regard to the Academy's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child
- Sharing information and work collaboratively with the local authority, other academies in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance
- Work collaboratively with the local authority, other academies in the area and other partners, including where required, making appropriate referrals in accordance with local procedures, legislation and guidance.
- Regularly monitoring, reviewing and analysing attendance and absence data including to identify pupils or cohorts that require attendance support and to set targets for the future
- Ensuring that all pupils can access full-time education, putting strategies in place where there is evidence to suggest that this is not the case
- Ensuring that the trust board and Academy's leadership team work together to monitor attendance levels and the effectiveness of this policy
- Ensuring that all legislation and guidance are complied with and reflected in our policies and procedures, including the statutory attendance guidance issued by the Department for Education, *Working together to improve school attendance (2024)*
- Having in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Safeguarding Policy)
- Providing information requested by the Secretary of State, including termly absence data collected by the Department for Education
- Regularly informing parents about their child's attendance and absence levels
- Supporting pupils who are returning to education following long term absence
- Ensuring that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system
- Assigning overall responsibility for championing and improving attendance at the academy to a designated senior leader

- Observe and fulfil the responsibilities set out in guidance issued by the Department for Education ([Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115441/summary-table-of-responsibilities-for-school-attendance-applies-from-19-august-2024.pdf) [publishing.service.gov.uk](https://www.publishing.service.gov.uk)) to the extent not covered above or elsewhere in this policy.

Senior Attendance Champion (SAC)

4.4 The Senior Attendance Champion (SAC), sometimes referred to as the Attendance Lead, is listed on each academy's Safeguarding and Child Protection Policy and can be found on our website.

4.5 The SAC will be responsible for the strategic approach to attendance at the academy and will (includes but is not limited to):

- Offer a clear vision for attendance improvement, promoting an attendance culture.
- Provide leadership, guidance and support for the work of the wider attendance team, including but not limited to the Attendance Officer
- Ensure that the academy is compliant with policy and statutory guidance
- Work effectively with the LA and other external agencies regarding attendance
- Evaluate and monitor attendance expectations and processes, quality assuring completion of the registers and ensuring home contact has occurred where needed.
- Oversee attendance and absence data analysis, having a strong grasp of absence data, to focus the collective efforts of the academy
- Monitoring attendance data and identifying trends, including for vulnerable groups and pupils
- Ensuring the effective deployment of resources to promote high attendance
- Ensure that key attendance messages are communicated to parents and pupils
- Provide data and reports to support the work of the board of trustees (see below).

Parents and Carers

4.6 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 school. Where parents decide to have their child registered at the Academy, they have an additional legal duty to ensure their child attends that academy regularly. This means their child must attend every day that the academy is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the Academy.

4.7 We expect parents and carers to:

- Ensure that their child arrives at the academy on time, in the correct uniform and with the necessary equipment
- Promote the importance of daily attendance at home
- Follow the correct procedure for reporting the absence of their child from the academy (see section 6.1 below)
- Avoid unnecessary absences (see 7.2 for examples)
- Keep the academy informed of any circumstances which may affect their child's

- attendance
- Not take their child out of education for holidays during term time (see section 6.3 below)
- Inform the academy in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live
- Observe and fulfil their responsibilities set out in the guidance issued by the Department for Education: [Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1000000/summary-table-of-responsibilities-for-school-attendance-applies-from-19-august-2024.pdf) publishing.service.gov.uk

4.8 Pupils

We expect pupils to:

- Attend the academy regularly and on time
- Be punctual to all lessons
- Follow the correct procedure if they arrive to school late (See Sections 5 and 6)

5 | Registration

- 5.1 The academy maintains an attendance register and uses this to record each pupil's attendance at the start of the academy day and again in the afternoon. Times of the day are published on each academy's website.
- 5.2 Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Registers will be kept open for no longer than 30 minutes after they opened. Where pupils arrive after the end of a registration session, the process set out at [Section 6](#) applies.
- 5.3 The register is marked using the national attendance and absence codes which can be found in the Department for Education's guidance on attendance - : [Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1000000/summary-table-of-responsibilities-for-school-attendance-applies-from-19-august-2024.pdf) publishing.service.gov.uk
- 5.4 Where a pupil attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the Behaviour Policy and engage parents where necessary.
- 5.5 Where a pupil is educated offsite, registers must be coded daily to reflect communication from offsite providers. The academy will make arrangements with the offsite provider, to ensure they communicate daily absences and concerns around attendance, with the Academy.

6 | Late Arrival

- 6.1 If a pupil arrives at the academy after the relevant registration period has ended, they must immediately go to the academy office to sign in and provide a reason for the lateness. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.

- 6.2 Persistent lateness (before the register closes) will be treated with a consequence and will be dealt with in line with Behaviour and Attendance policies.
- 6.3 Persistent lateness (after registration closes, both morning and afternoon) will be treated as an absence and will be dealt with in line with the Attendance Policy.

7 | Reasons for Absence and How to Report or Request Authorisation

- 7.1 **Authorised Absence** - absence will only be authorised where the academy has given approval in advance for a pupil to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the academy can authorise absence.
- 7.2 Illness related absence will only be authorised in line with UK Health Security Agency Guidance or where evidence is provided for exceptional illness ([UK Health Security Agency](#)) Illness may be a physical or mental health issue.
- 7.3 Unauthorised Absence - absence will be marked as unauthorised where the academy is not satisfied with the reasons given for the absence.
- 7.4 An unauthorised absence is where:
- The academy considers that the pupil was well enough to attend, but they did not
 - Medical evidence is not provided for an illness absence of 5 days or more
 - Medical evidence is not provided for a pupil at a level of persistent absence
 - Absence immediately before or after a period of school holiday may not be routinely authorised
 - Medical evidence is not provided where there is a regular pattern to illness absence
 - The academy considers that the absence was not unavoidable or exceptional
 - Medical appointments may not be authorised, if taken during the academy day
 - If the academy considers that the pupil could have attended for part of the day but is absent for the whole day a proportionate unauthorised absence will be applied
 - A leave of absence request is declined but still taken (this includes holidays in term time)
 - If the academy has reasonable grounds or obtains evidence to suggest that information has been falsified when giving reasons for absence, then the academy may unauthorise the absence.

Reporting absence from the academy

- 7.5 Where a pupil is to be absent from the academy without prior permission, the parent/carer should inform the academy by telephone on the morning of the day of the first absence and let the academy know when they expect the pupil to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the academy on each day of absence.
- 7.6 In cases of prolonged absence due to illness, the parents/carers may be asked to provide the academy with medical evidence, such as an appointment slip, text or prescription. If this evidence is not provided, the absence may be marked as unauthorised.
- 7.7 Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the academy will seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with the statutory guidance in [supporting pupils at school with medical conditions](#) or [arranging education for children who cannot attend school because of health needs](#).

Appointments

- 7.8 Medical, dental and other essential appointments for a pupil should take place outside of academy hours where this is reasonably possible.
- 7.9 Where an appointment must take place during Academy time, the pupil should attend the Academy for as much of the day as possible and as much prior notice as possible should be given to the Attendance Officer.
- 7.10 For the time absent from the Academy to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided.

Leave of absence

- 7.11 The Academy will grant permission for a pupil to be absent from school in the circumstances described in paragraph 37 of the DFE attendance Guidance, which can be summarised as follows:
- taking part in a regulated performance or employment abroad
 - attendance at an interview for entry into another educational setting or future employment
 - study leave for public examinations
 - temporary, time-limited part-time timetable
 - other exceptional circumstances
- 7.12 Parents and carers will not take pupils out of education for holidays or other extended leave during term time. Principals will not authorise term-time holidays.
- 7.13 To request a leave of absence, parents/carers must make the request in advance (see [Appendix 3](#)) and in writing addressed to the Principal and, wherever possible, at least 4 academy weeks ahead of the planned leave.
- 7.14 Where a leave of absence is requested as above, the Principal will consider the specific facts and circumstances relating to the request (see [Appendix 4](#)). The decision:

- Will be confirmed in writing
- Is solely at the Principal's discretion and is final.

7.15 Where permission is granted, the Principal will confirm the number of days and dates of absence which are authorised.

7.16 If permission is not granted and the parents/carers proceed to take their child out of the Academy, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see [Section 7](#) below).

7.17 Where a pupil has persistent absence, or where the leave of absence will make them persistently absent, leave of absence will not be granted.

7.18 Where a pupil fails to return to the academy after an agreed leave of absence, it will be recorded as unauthorised absence. A Fixed penalty notice will be requested and parents may be reported to the Local Authority and may potentially lose their place at Academy. [More information about Penalty Notices can be found in Appendix 6.](#)

Religious Observance

7.19 We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance falls during academy time, the absence from the academy will be authorised. Please see [Appendix 4](#) for the extenuating circumstances for leave of absence, for more details.

7.20 We ask that parents/carers notify the academy by writing to the Attendance Officer, 4 weeks in advance where absence is required due to religious observance.

Culture of Inclusivity and Support

7.21 Where a pupil has a medical condition (physical or mental health related), a disability, a special educational need or indeed any other factor which may present a barrier to attendance we uphold our expectation of high attendance. We endeavour to work with these pupils and their families, taking into account their individual needs, in order to make reasonable and supportive adjustments to facilitate high attendance.

7.22 Where parents are facing challenges in getting their child to attend school they should contact the academy in order to seek support and resolve any potential underlying issues so that attendance can be improved. Pupils are encouraged to feel empowered to speak to a trusted adult in the academy, should they have concerns about attending.

7.23 Offering bespoke, individual support, encouragement and making reasonable adjustments to facilitate high attendance, for those facing challenges or overcoming barriers, is always our priority.

8 | Addressing Poor Attendance and Punctuality

- 8.1 The Academy will use data to target attendance improvement efforts to the pupils or groups of pupils who need it most. In doing so, the Academy, led by the Senior Attendance Champion (Attendance Lead), will:
- Monitor and analyse weekly attendance patterns, proactively using data to identify pupils at risk of poor attendance
 - Provide regular attendance reports to class teachers, form tutors and relevant leaders
 - Identify pupils who need support from wider partners as soon as possible and deliver this support in a targeted manner
 - Conduct thorough analysis of half-termly, termly and full year data to identify patterns and trends
 - Benchmark academy attendance data at each level against local, regional and national level
 - Monitor the impact of the academy strategies and actions to improve attendance on particular pupils and particular groups
 - Work with the Local Authority and other local partners to identify groups
 - Hold regular meetings with the parents or carers of pupils who the Academy and/or Local Authority consider to be vulnerable
 - Communicate patterns of absence to appropriate agencies for pupils with a social worker or under the care of the Virtual Academy.
- 8.2 The academy will manage unexplained absences as outlined in [Appendix 5](#).
- 8.3 Where absence or punctuality is a cause for concern, for example because there is:
- A pattern of unauthorised absence
 - A question over the reasons provided for a particular absence or late arrival
 - Persistent truancy or lateness
- We will contact the parents/carers with a view to working together to support improved attendance and/or punctuality. Further information regarding the strategies employed to support pupils with absence that is a cause for concern, can be found in [Appendix 1 and 2](#).
- 8.4 In cases where the Academy has been unable to establish a clear reason for absence and/or has welfare concerns about the pupil, a home welfare check may be carried out.

- 8.5 Failure to attend or arrive at lessons on time may also be dealt with using consequences in accordance with the Behaviour and Attendance policies. Likewise, recognition through rewards will be given to pupils who have exceptional levels of attendance or have made significant improvement to their attendance (see Waves of Provision in [Appendix 2](#)).
- 8.6 Absence will be classed as persistent where it falls below 90% across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an Attendance Connection Plan, referral to other agencies and/or seeking to put in place an attendance contract.
- 8.7 Where out of school barriers to attendance are identified, the Academy will signpost and support access to any additional services.
- 8.8 Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the Academy and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a financial penalty (£80 if paid within 21 days, £160 if paid within 28 days) imposed on parents which is intended to change behaviour without the need for criminal prosecution. The fine is applicable to both parents or whomever has parental responsibility, regardless of who they reside with.
- 8.9 When considering whether to issue a penalty notice, we will have regard to:
- The National Framework for penalty notices as set out in paragraphs 175 – 201 of the DfE Attendance Guidance; and
 - The local authority's Code of Conduct for issuing penalty notices.
 - Further information on Penalty Notices can be found in [Appendix 6](#).
- 8.10 In the event that a penalty notice is issued but is not paid within 28 days, the Local Authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend the academy regularly.

9 | Children Missing From Education

- 9.1 Where a pupil has been absent from the academy for a consecutive period of 20 unauthorised school days or has not returned within 10 days after an authorised leave of absence, the pupil can be reported as a child missing in education and may lose their school place.
- 9.2 Children who are absent from education for prolonged and/or repeated absences will be offered support to prevent them from missing their right to an education.

- 9.3 Children who are regularly absent from the Academy for prolonged or repeated periods of time, will receive regular (at least weekly) safe and well calls including home visits, to ensure the academy maintains contact and continues to maintain a positive working relationship with the pupil and family.

10 | Part-Time Timetables

- 10.1 Placing a pupil on a part time timetable/phased return may be used as a method to support a pupil transitioning back into the academy after a period of absence. This part-time timetable should ideally be for no longer than 6 weeks. A part-time timetable will not be used as a method to manage poor behaviour.

Appendix 1- Threshold Criteria for Intervention

Thresholds Flowchart Primary

Thresholds	Actions that MUST be Taken	Actions that COULD be Taken
Stage 0 96 – 97% or less than 5days/10 sessions absence	<ul style="list-style-type: none"> Teacher/TA positive phone call Stage 0 reminder letter 	<ul style="list-style-type: none"> Teacher-level rewards for 100% attendance Postcards for excellent attendance
Stage 1 96% and below or 5 days/10 sessions or more of absence	<ul style="list-style-type: none"> Teacher meetings Stage 1 letter sent 	<ul style="list-style-type: none"> Postcards for improving attendance Internal target set Signposting to relevant websites for support Offer parents a pastoral phone call
Stage 2 95% and below	<ul style="list-style-type: none"> 94 – 95%: Stage 2 letter sent, and action/s chosen from: <ul style="list-style-type: none"> Pupil motivational interview with the Attendance Officer Attendance Officer meeting with parent/carer Barriers to attendance questionnaire Referral to external agency as needed (EH) Internal target setting 91 – 93%: Parent Meeting with the Attendance Officer to discuss barriers to attendance * SENCO if EHCP pupil 	<ul style="list-style-type: none"> Barriers to attendance questionnaire completed Child-centered support plan put in place Regular meetings with the Pastoral Team to discuss barriers Academy Health referral if appropriate In order to accurately code absences, medical evidence may be requested 91-93% Attendance report tracking with the Attendance Officer to measure and analyse marginal gains 91-93% Parenting contract
Stage 3 90% and below Persistent Absence	<ul style="list-style-type: none"> Stage 3 letter sent Barriers to attendance questionnaire must be completed and a child-centred support plan put in place which is reviewed regularly Medical evidence is required to authorise absences EWO/LA referral for caseload escalation Parent meeting with the EWO/LA Attendance Support Officer Parenting Contract 	<ul style="list-style-type: none"> EWO/LA Casework Referrals to external agencies as needed based on the barriers to attendance questionnaire Weekly pupil meetings with the academy Attendance Officer and/or Pastoral team Emergency EHCP review if appropriate Education Supervision Order (ESO) Referral to CAMHS if appropriate
Stage 4 50% and below Severe Absence	<ul style="list-style-type: none"> Stage 4 letter sent which may lead to EWO/LA casework and pre-legal target/ FPN A severely absent case manager to be assigned- weekly contact with the child and family (EHCP/SEN this should be the SENCO, if they are LAC or have a social worker this should be the DSL) Medical Evidence for any authorised absence Case manager to review previous barriers to attendance questionnaire and complete again and review child-centred plan 	<ul style="list-style-type: none"> Referral to Social services if appropriate Educational Psychologist referral if appropriate Education Supervision Order (ESO) AP provided by the LA – as a result of 15 days or more missed due to illness

Thresholds Flowchart Secondary

Thresholds	Actions that MUST be Taken	Actions that COULD be Taken
Stage 0 96 – 97% or less than 5 days/10 sessions absence	<ul style="list-style-type: none"> Tutor positive phone call Stage 0 reminder letter 	<ul style="list-style-type: none"> Tutor-level rewards for 100% attendance Postcards for excellent attendance
Stage 1 96% and below or 5 days/10 sessions or more of absence	<ul style="list-style-type: none"> Tutor meetings Stage 1 letter sent 	<ul style="list-style-type: none"> Postcards for improving attendance Internal target set Signposting to relevant websites for support Offer parents a pastoral phone call
Stage 2 95% and below	<ul style="list-style-type: none"> 94 – 95%: Stage 2 letter sent, and action/s chosen from: <ul style="list-style-type: none"> Motivational interview with the Attendance Officer HOY meeting Barriers to attendance questionnaire Referral to external agency as needed (EH) Internal target setting 91 – 93%: Parent Meeting with the Attendance Officer to discuss barriers to attendance 	<ul style="list-style-type: none"> Barriers to attendance questionnaire completed Child-centred support plan put in place Regular meetings with the Pastoral Team to discuss barriers Academy Health referral if appropriate In order to accurately code absences, medical evidence may be requested 91-93% Attendance report tracking with the Attendance Officer to measure and analyse marginal gains 91-93% Parenting contract
Stage 3 90% and below Persistent Absence	<ul style="list-style-type: none"> Stage 3 letter sent Barriers to attendance questionnaire must be completed and a child-centred support plan put in place which is reviewed regularly Medical evidence is required to authorise absences EWO/LA referral for caseload escalation Parent meeting with the EWO/LA Attendance Support Officer with a parenting contract 	<ul style="list-style-type: none"> EWO/LA Casework Referrals to external agencies as needed based on the barriers to attendance questionnaire Weekly pupil meetings with the Academy Attendance Officer and or Pastoral team Emergency EHCP review if appropriate Education Supervision Order (ESO) Referral to CAMHs if appropriate
Stage 4 50% and below Severe Absence	<ul style="list-style-type: none"> Stage 4 letter sent which may lead to EWO/LA casework and pre-legal target/ FPN A severely absent case manager to be assigned- weekly contact with the child and family (If the child is SEN this should be the SENCO, if they are LAC or have a social worker this should be the DSL) Medical Evidence for any authorised absence Case manager to review previous barriers to attendance questionnaire and complete again and review child-centred plan 	<ul style="list-style-type: none"> Referral to Social services if appropriate Educational Psychologist referral if appropriate Education Supervision Order (ESO) AP provided by the LA – as a result of 15 days or more missed due to illness

Appendix 2- Waves of Provision

Waves of Provision Primary

Wave One

Universal Academy Support 95% +

- Curriculum to promote confidence and resilience.
- Whole-academy personal development programme.
- Teacher/TA relationships with the pupil and family.
- Literature available to pupils to support SEMH.
- Whole-academy promotion of good attendance through literature, website, competitions & newsletters.
- Teacher level rewards – Postcards and notes home.
- Whole academy Rewards system in-line with academy policy
- Breakfast Club provision available for all pupils.
- Wide ranging afterschool enrichment opportunities – taking academy beyond the academic offer



Wave Two

Targeted Support 90-95%

- Structured programme for catching up missed work.
- Altered curriculum where appropriate.
- Altered academy day (could be start/end of day or extended lunch times for home visit). Temporary measure to be phased out in a timely manner.
- Case worker assigned to the pupils.
- Lesson check-ins with case worker.
- SENCo observation to identify potential unmet need.
- Nurture group provision.
- Barriers to attendance meeting with pupil and a member of the pastoral team/Attendance Officer.
- Big Emotions Support (anger management).
- Protective behaviours support.
- AM/PM registration pastoral check-in.
- Early Help to be offered to family (must be offered to all children who are persistently absent).
- Parenting support literature to be offered.
- Additional tutoring to be offered where appropriate.
- Free Breakfast club to be offered to support lateness and support Academy readiness.
- Free afterAcademy clubs to be offered.
- Friendship Buddy System.
- Visual timetable (where appropriate)

Undertake Assessments

- Dyslexia Screening
- Speech & Language screening
- Fluency reading age tests
- Boxhall profile or equivalent
- 'Barriers to Attendance' questionnaire
- Strengths and difficulties questionnaire
- What is Worrying Me tool
- Child-centred plan
- My STAR worksheet or equivalent
- CAHMs referral if appropriate



Wave Three

Specialist Support 50-90%

- Educational Psych referral.
- ASD referral.
- Mental Health/School Nurse referral.
- S&L referral.
- Art/Play/Lego therapy.
- In academy counselling (where appropriate).
- Refer to CAMHs.
- Refer to social care.
- Refer to Flexible Learning/Virtual schools/AP.
- EHCP referral (where appropriate)
- Refer to other appropriate agency as needed.
- Parenting Classes (where appropriate).
- LA schooling provision for pupils missing 15 days or more for medical reasons.
- Attendance at a bridging centre.



Waves of Provision Secondary

Wave One

Universal Academy Support

- Curriculum to promote confidence and resilience.
- Whole-academy personal development programme.
- Tutor/HOY relationships with the pupil and family.
- Literature available to pupils to support SEMH.
- Whole-academy promotion of good attendance through literature, website, competitions & newsletters.
- Whole academy Rewards system in-line with academy policy
- Teacher level rewards – Postcards and notes home.
- Breakfast Club provision available for all pupils.
- Wide ranging after Academy enrichment opportunities – taking Academies beyond the academic offer



Wave Two

Targeted Support 95%

- Structured programme for catching up missed work.
- Altered curriculum where appropriate.
- Altered academy day (could be start/end of day or extended lunch times for home visit) This must be temporary and be phased out in a timely manner.
- Case worker assigned to the student.
- Lesson check-ins with case worker.
- SENCo observation to identify potential unmet need.
- Nurture group (lesson time or lunch time).
- Barriers to attendance meeting with pupil and a member of the pastoral team/Attendance Officer.
- Big Emotions Support (anger management).
- Protective behaviours support.
- AM/PM registration Meet and Greet.
- Early Help to be offered to family (must be offered to all children who are persistently absent).
- Signpost pupils to self-help resources.
- Parenting support literature to be offered.
- Additional tutoring to be offered where appropriate.
- Breakfast club to be offered to support lateness and support Academy readiness.
- After Academy clubs to be offered.



Wave Three

Specialist Support

- Educational Psych referral.
- ASD referral.
- Mental Health/Academy Nurse referral.
- Art/Play therapy.
- Refer to CAMHs.
- Refer to social care.
- Refer to Flexible Learning/Virtual Academics.
- EHCP referral (where appropriate)
- Refer to other appropriate agency as needed.
- Parenting Classes (where appropriate)
- Attendance at a bridging centre.
- Free Breakfast club to be offered to support lateness and support Academy readiness
- Free after Academy clubs to be offered



Appendix 3- Leave of Absence Request Form

Request for Leave of Absence

To be made to the Principal -at least 4 weeks in advance of date of requested absence

Name of academy:				Name of pupil:			
Class:				Year group:			
Dates of planned absence:				From:		To:	
Confirmed date of return to academy:							
Reason for request:							
Name of Sibling:				Name of sibling:			
Academy:		Class/year:		Academy:		Class/year:	
<p>Parents are asked to note:</p> <ul style="list-style-type: none"> The ATT Attendance Policy is to fully comply with Government regulations. Statutory guidelines state "Principals may not grant leave of absence during term time unless there are exceptional circumstances". The academy may seek advice from the Trust Attendance Lead and liaise with the head teachers of other schools which siblings attend. Requests for leave in exceptional circumstances should be made at least 4 weeks in advance of the event. Retrospective approval for absence cannot be granted. Parents do not have the right of appeal if a request for a leave of absence is declined, the Principal's decision is final. Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern. Leave of absence will NOT be granted during periods of public examinations or internal Academy assessments. Leave of absence will NOT be granted for holidays during term time regardless of circumstances. Where leave of absence is NOT authorised and parents decide to take pupils out of Academy despite the academy's decision, absence will be recorded as unauthorised and subject to a fixed penalty notice (fine). If the academy grants a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the academy reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice. Where a pupil fails to return to the academy after an agreed period of leave of absence, absence will be recorded as unauthorised, a fixed penalty notice (fine) requested and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the academy. Academics are under no obligation to provide work for pupils who are absent from Academy, unless parents/carers have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above. 							

Circumstance	Number of days which may be authorised	Additional notes
Religious Observance	1 day in any one academic year	Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family Celebration	1 day in any one period of absence	Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family Emergency/compassionate leave	1 day in any one period of absence	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Participation in sporting/arts/theatre events as part of professional organisation	See additional notes Absence must not to be authorised if licence not obtained by parents from LA	<ul style="list-style-type: none"> • Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice • Parents are required to obtain a licence from the LA • Not to be authorised if a pupil's attendance would fall below 96% • Academy to make arrangements for pupil to receive a suitable education <ul style="list-style-type: none"> • For not less than 6 hours per week and • During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and • On days where pupils would be expected to attend the academy and • For not more than 5 hours on any such day
Gypsy/Roma and Traveller Absence	N/A but only travel for occupational circumstances	Absences will not be granted for any other reasons other than occupational circumstances
Name and address of both parents (to be completed in all cases for all applications):		

Signed (by parent with parental responsibility:			Date:	
To be completed by Academy – copied retained on record – copy to parents (Tick as appropriate)				
Pupil's current attendance % (YTD)		Leave absence already taken this academic year:		
Number of days absence				
Absence authorised	No further action	Register Code/Reason		
Unauthorised absence	Fixed Penalty Notice 6 or more sessions (1 session = ½ day) in the current or previous half term.	Register Code/Reason		
	Yes/No	Not deemed as exceptional circumstances	O	
	Yes/No	Unauthorised Holiday	G	
	Yes/No	Pupil at level of persistent absence	O	
	Yes/No	Religious observance above 1 day in academic year	O	
	Yes/No	Family celebration above 1 days in academic year	O	
	Yes/No	Exam period	O	
	Yes/No	Other – please specify	O	
Principal's signature:			Date	

Appendix 4- Exceptional Circumstances

Where a child has persistent absence, or where the leave of absence will make them persistently absent, leave of absence will not be granted.

Circumstance	Number of Days which <u>may</u> be authorised	Additional Notes
		All requests MUST be made in writing, 4 weeks in advance
Religious Observance	1 day in any one academic year	Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family Celebration	1 day in any one academic year	Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family Emergency/compassionate leave	1 day in any one academic year	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Participation in a performance	Dependent on LA license Absence must <u>not</u> be authorised if licence not obtained by parents from LA	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice Parents are required to obtain a licence from the LA Not to be authorised if a pupil's attendance would fall below 96% Academy to make arrangements for pupil to receive a suitable education <ul style="list-style-type: none"> • For not less than 6 hours per week and • During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and • On days where pupils would be expected to attend the Academy and • For not more than 5 hours on any such day
Participation in a sporting event – competing at a national level or above only	Maximum of 4 days in any one academic year	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	Absences will not be granted for any other reasons other than occupational circumstances

Appendix 5- Unexplained Absence Procedure

Day 1 Text Message	<ul style="list-style-type: none"> • Contacts on the MIS system are text, to establish the whereabouts of the pupil
Day 1 Telephone Call	<ul style="list-style-type: none"> • If there is no appropriate response to the text, the parent or carer of the pupil will be called
Day 1 Emergency Contacts of a Child	<ul style="list-style-type: none"> • If there is no response to the call to the parent or carer, wider emergency contacts will be called to establish the whereabouts of the pupil
Day 1 DSL Informed	<ul style="list-style-type: none"> • If there is no satisfactory response to the text or calls, the DSL will be informed • The DSL will exercise their professional judgement and will record their rationale on whether to conduct a home visit to establish whether the pupil is safe and well • Where a child has a social worker or is under the care of the virtual Academy, they will be informed of the unexplained absence
Day 2 (Or before) Home Visit Conducted	<ul style="list-style-type: none"> • Conduct a safe and well-call with two members of staff, to establish if the child is at home. Use the Home Visits Policy for guidance. • If there is no response at the home visit, the DSL will be informed • If a home visit does not explain the pupil's where abouts, where applicable, the pupil's sibling/s school should be contacted to garner further information or share concerns
Day 3 (Or before) Agency Contact	<ul style="list-style-type: none"> • If a home visit has been unsuccessful by day 3, agencies will be contacted such as Children's Services or the police, to request a safe and well call. • Advice will be taken from Children's Services if a safe and well call is unproductive in establishing the whereabouts of the pupil

Appendix 6 Penalty Notices and Leave of Absence taken from the academic year 2024-25

Leave of Absence

- The law states a leave of absence may only be granted by an Academy if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at an Academy's discretion. Permission for a Leave of Absence from an Academy may only be given by a person who the Academy's proprietor has authorised to do so (an authorised person).
- Academies must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the Academy will determine the number of days a pupil can be absent from Academy.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The Academy may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The Academy can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in the Academy on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the relevant Local authority's attendance service. Penalty notices are issued in accordance with the appropriate Local Authority's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to the appropriate Local Authority's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to the appropriate Local Authority's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.