

Policies & Procedures

Attendance

Policy

Date policy approved	Spring 2018
Approving body	Local Governing Body
Next review date	Spring 2021
Previous review date	



Part of



Attendance Policy

At Holy Trinity CE Academy (Rothwell) we strive to secure the very best outcomes for our pupils. We fully appreciate that regular attendance at school is vitally important in helping pupils reach their academic potential, develop socially and emotionally as well as developing a range of life skills which will support them as they leave our school and enter high school education.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. Children who frequently miss school often fall behind and they are likely to have lower SATs results *and* fewer GCSEs which can impact on their ability to access further education and/or employment in later life. Holy Trinity staff will work in partnership with pupils and their parents/carers to ensure that all pupils have full and equal access to the opportunities and experiences offered by the academy. Holy Trinity CE Academy will encourage and support parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Our attendance policy aims to:

- Ensure that pupils are safe; having parent/carer contact when they are absent so the academy know (to the best of their knowledge) where the pupil is when absent. Monitoring trends and patterns of absence of individual, vulnerable pupils
- Support pupils and their parents/carers in establishing the highest possible levels of attendance and punctuality
- Ensure that all pupils have full and equal access to the best education that we can offer in order to improve each pupil's academic outcomes
- Enable pupils to progress smoothly, confidently and with continuity through the academy
- Ensure parents/carers aware of their legal responsibilities

Expectations

The government expects:

Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled, and act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- All pupils to be punctual

We expect that all pupils will:

- Attend the academy every day
- Be on time for the start of the day
- Not to leave the academy site for any unauthorised reason

We expect that all parents/carers will:

- Be aware of their legal responsibilities
- Ensure their child(ren) regularly attend school
- Ensure that their child arrives at the academy punctually at the start of the day

- Ensure that they contact the academy, daily, of an absence and explain the reason for their child's absence
- Apply to the Principal for a period of absence in advance where there are exceptional circumstances
- Notify the academy immediately of any changes to contact details
- Where there are concerns about a pupil's attendance parents are expected to work with school staff to address these concerns.
- Parents should not ignore, agree with or condone their child's truancy
- Parents are expected to support school attendance by not taking family holidays during term-time
- Parents will support the policy by respecting any sanctions given by the school

We expect the academy will:

- Provide a safe learning environment
- Provide a welcoming and supportive atmosphere which enhances pupil progress and development
- Promote, recognise and reward outstanding and good attendance and punctuality through a strategic whole school initiative
- Respond to any child's or parent's concerns that may impact the Pupil's attendance or punctuality
- Maintain regular and accurate records of AM and PM attendance and punctuality; ensuring registers are taken for every session within the first 10 mins and missing pupils are reported for safeguarding
- Follow the Pupil Absent Procedure – refer to appendix A
- As a safeguarding priority contact parents when a pupil fails to attend and where no message has been received to explain the absence by 10am
- Monitor and report whole school, identified cohorts, individual pupil's and to inform planning
- Follow up unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the academy can authorise the absence
- In the case of long term or frequent absence due to medical conditions, a plan will be drawn up to maximise attendance
- Monitor the attendance of pupils using the Tier System model and take appropriate actions at the identified Tier thresholds – refer appendix B
- Meet with the attendance representatives from the Trust and where appropriate the Attendance Officer (AO) to monitor and support academy attendance and punctuality
- Will notify the local authority after 10 days continuous unexplained absence; following the Children Missing in Education process of the local authority
- Will make a copy of the policy available on the academy website
- Will communicate with parents/carers regarding attendance through regular academy newsletters
- Will report a set of comprehensive attendance data to governors and the Abbey Trust at points in the academic year

Absences

Examples of absences. (Note: this is not an exhaustive list)

Authorised absences:

- Genuine illness of the pupil
- Urgent hospital/dental/doctor's appointment for the pupil
- Religious observances
- External exams, educational assessments and supervised educational activities

Unauthorised absences:

- Family term time holidays
- Shopping, day trip, birthday treat
- Oversleeping due to a late night for example late return from family event etc
- Looking after other children / other family member
- Appointments for other family members

Registers, Punctuality and Lateness

Good punctuality to the academy is crucial. Lateness into the academy causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount, therefore, that all pupils arrive at school on time. The academy is open from 8.50am and pupils are taught our punctuality mantra:

“Be in line by ten to nine”

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. School starts with lesson 1 and registration at **8-50am**. Morning registers close at **30 minutes after the start of the session**. If a pupil arrives after the start of school but before the register closes they will be recorded as late (L on the register) and the minutes late recorded. After this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority. Afternoon registration is taken after lunch at 1pm.

Pupils Leaving During the School Day

During school hours the academy staff are legally in a position of loco parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises
- Whenever possible, parents should try to arrange medical and other appointments outside of school time; only urgent appointments should be attended during the school day
- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time
- Pupils must be signed out on leaving the academy and be signed back in on their return

- Where a pupil is being collected from the academy, parents are to report to the academy reception before the pupil is permitted to leave the site. Pupils must be signed out on leaving the academy and be signed back in on their return by the adult
- If a pupil leaves the academy site without permission the police will be notified immediately and a **safeguarding call** will be made as a priority to the parents/carers to inform them of the absence. If parents/carers cannot be contacted staff will attempt to use SIMs emergency contact details for the pupil. Where appropriate Children's Social Care will be informed for particular vulnerable cases.

Leave of Absence

The academy term times and holiday dates are published a year in advance and are published on the academy website. Academy training days are published as soon as the academy have agreed these, but may be subject to change. However, the academy will ensure they communicate any changes to parents/carers through text, newsletter, website etc

From 1 September 2013, a change to government legislation means that schools are no longer allowed to authorise requests for pupils to be taken out of school for a holiday during term time. In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised.

Only exceptional circumstances warrant an authorised leave of absence. Parents/carers should make any request well in advance and in writing (a form is available from the Academy). Requests for absence for reasons such as compassionate leave, special family events, sporting or musical competitions, etc., should be made in the same way.

All requests are considered individually, taking into account the circumstances of the request. Other factors will be taken into account, such as:

- the time of year the pupil will be absent
- the attendance record of the pupil
- the number of previous requests for leave of absence
- the pupil's ability to catch up

Parents will be notified of the Academy's decision either by telephone or in writing.

Where a parental request has been refused, and parents continue to take their child out of school, this absence will be recorded as unauthorised. We reserve the right to apply to the Local Authority to issue a Penalty Notice under the Anti-Social Behaviour Act 2003.

Failure to ensure regular school attendance

Holy Trinity CE Academy will attempt to support all pupils to achieve maximum possible attendance and will inform parents/ carers when attendance starts to fall. Where attendance is falling to a level causing concern parents will be invited in to school to discuss ways to improve. Where attendance continues to fall then a further meeting may be held with governors or Abbey Trust representatives. Refer to appendix B

A **Penalty Notice** may be issued to parent/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the academy or other agencies including the local authority Education Welfare

Service. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

Penalty Notices

Parents and pupils are supported by the Academy and by the LA to overcome issues that prevent regular school attendance through a wide range of intervention strategies. Where this intervention fails a penalty notices can be issued for unauthorised absence and if a parent/carer fails to ensure regular school attendance. This policy is in line with the Leeds City Council Code of Conduct on Penalty Notices and falls under Sections 444a and 444b of the Education Act 1996. The Education (Penalty Notices: England) Regulations 2007 set the framework for the operation of the Penalty Notice Scheme.

Circumstances in which a penalty notice may be issued are:

- Irregular school attendance
- 10 unauthorised sessions (AM and or PM sessions) over a 12 week period
- Overt Truancy (including pupils found during truancy sweeps)
- Parentally condoned absences which are not authorised by school
- Unauthorised holidays in term time
- Persistent late arrival at school after the register has closed
- Being in a public place during the first five days of an exclusion

Payment of Penalty Notices

- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days
- The amount payable is per parent, per child
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to refer the case for prosecution under Section 444 of the Education Act 1996, for failing to ensure regular school attendance or withdraw the penalty notice

Changing Schools

It is important that if families decide to send their child to a different school/academy that they inform Holy Trinity CE as soon as possible.

A pupil will not be removed from the academy roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

The pupil's records will then be sent to the new school. In the event that the academy has not been informed of the above information, the family will be referred to the local authority for follow up through the Children Missing in Education procedure.

Useful Links

- [Department for Education/Gov.uk – Legal sanctions to enforce school attendance](#)
- [Department for Education/Gov.uk – School Attendance and Absence](#)
- [BBC Learning Parents information – School attendance and your legal responsibilities](#)

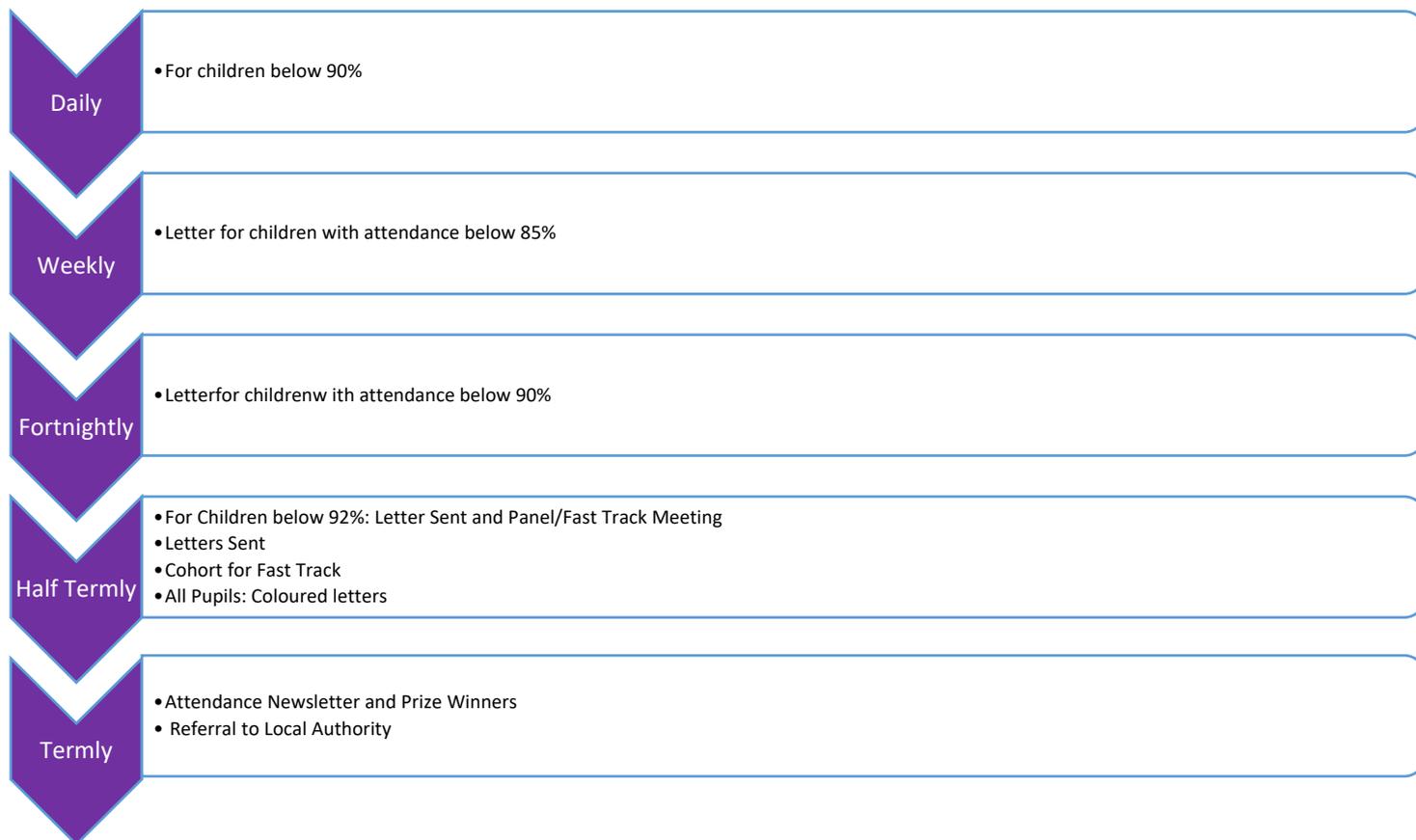
Rewards: Individual

1 Week	<ul style="list-style-type: none">• Raffle Ticket• Prize
1 Term	<ul style="list-style-type: none">• Certificate• Green Letter• Prize• Personalised Attendance Plan: Reviewed Half Termly
2 Terms	<ul style="list-style-type: none">• Certificate• Green Letter• Prize• Personalised Attendance Plan
3 Terms	<ul style="list-style-type: none">• Certificate• Green Letter• Prize• Personalised Attendance Plan

Rewards: Class

Week	<ul style="list-style-type: none">• Coin on Rainbow
Term	<ul style="list-style-type: none">• Class Reward

Monitoring Procedures: Individual



Whole School: Ethos

The curriculum is designed to deliver first hand experiences and promote a love of learning and a love of school. In addition we hold periodic campaigns highlighting the importance of attendance. At present we have set a 97% challenge.

Appendix B Holy Trinity Tier Model

Tier	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
% Threshold	100	99.99-97	96.99-95	94.99-92	92-85	<85
Who Monitors	Office	Office	Office	LM: Attendance	LM: Attendance	Principal
Parental Contact	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5	Letter 6
Frequency	Purple Letter Half Termly	Green Letter Half Termly	Yellow Letter Half Termly	Amber Letter Half Termly	Red Letter Fortnightly	Red Letter Weekly
Actions Interventions	Celebration assembly, certificates, prizes, Class Charts points	Meeting 97% challenge certificate and Class Chart Points	Monitor and Encourage	Monitor fortnightly and Action Plan if required	Action Plan, Attendance Panel Meeting, Fast Track, Cluster referral	Panel Meeting, Legal processes

- Only where there are extenuating circumstances will exceptions be made to the tier model