

[Academy Name]

Attendance Policy

Policy Type:	Trust Core Policy
Approved By:	St. Benet's MAT Trust
Approval Date:	Board 21/5/2018
Date Adopted by LGB:	
Review Date:	
Person Responsible:	Chief Executive Officer

Roles and Accountabilities

The Diocese of Norwich St. Benet's Multi Academy Trust (the "Trust") is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of responsibility, respect and dignity where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Mission Statement

We, atNAME....., strive for excellence and enjoyment in education by providing a safe, secure, caring family environment, where all are valued and respected as individuals.

We will endeavour to enable our pupils to reach their full potential, whilst growing in their love and understanding of the Christian Faith.

Regular and punctual attendance is an essential prerequisite to effective learning. AtNAME..... we aim to develop an ethos which demonstrates to pupils, parents/carers and the wider community how much we value good attendance and punctuality. Our academy attendance target is 97%.

Types of Absence

The parent/carer of a pupil of compulsory academy age is required by law to ensure that the pupil attends the academy at which he/she is registered. Should a parent fail to ensure that his/her pupil attends that academy then the parent is guilty of an offence. When a pupil of compulsory academy age is absent from academy, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate register code will be used.

Authorised Absence

Authorised absence is where the academy has either given approval in advance for the pupil to be absent or where an explanation offered afterwards has been accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- illness, medical or dental appointments;
- days of religious observance;

- exclusion;
- traveller pupil travelling for the purposes of parents' employment
- family bereavement;
- involvement in a public performance;
- 'exceptional' occasions (the nature of such occasions will be determined by academy on an individual basis);

Unauthorised Absence

Unauthorised absence is where no explanation has been given for the pupil's absence or where the explanation offered is considered by the academy to be unacceptable.

Absence should **not** be authorised in the following circumstances:

- no explanation is offered by the parent/carer;
- the explanation offered is unsatisfactory (e.g. shopping, minding the house, etc);
- family holidays (unless granted under 'exceptional' circumstances).

Persistent Absence

Persistent absence (or PA) is absence of 10% or more. An individual pupil is therefore deemed to be a persistent absentee if his/her attendance is less than 90% (regardless of whether or not the absences have been authorised).

Home Visits

If necessary, staff may make home visits without notification, when a pupil is a persistent absentee or there is a failure to contact Academy on the first day of absence.

Approved Educational Activity

Pupils who are educated off site, dual registered, or who are engaged in supervised educational activities away from academy premises, need not be marked as authorised absent, and will be recorded as on an approved educational activity. This means that for statistical purposes such as educational visits, or approved sporting activities can be counted as statistically 'present'. The nature of the activity must, however, be recorded by use of appropriate code. This is important in order to ensure that an accurate record of those pupils physically present on site at any given time is instantly available.

Registers

We are required by law to call attendance registers twice daily - once at the start of the morning session and again during the afternoon session. AtNAME..... we expect parents/carers to ensure that pupils are on the academy premises by am and again at pm. The morning register closes at so pupils arriving between and will be marked with an L indicating they are late for academy.

However pupils arriving after the register has closed will be registered with a U showing they are present in academy but were late enough to affect their learning. In considering attendance levels, the form register is of paramount importance. Registers are legal documents. Should the parents/carers/carers of a persistent non-attender be prosecuted by the Local Authority under Section 444 of the 1996 Education Act, then the information which the register contains will be the main source of evidence presented to the court. The regulatory requirements

placed on academies with regard to the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.

The data which is extracted from accurate and up-to-date attendance registers will be used to support the more effective management of whole-academy attendance matters. Such data can be used to:

- support and underpin the target-setting process (for individual pupils, year groups, identified cohorts, the whole academy) in relation to overall attendance and unauthorised absence on a (half-)termly and yearly basis;
- identify individual pupils and particular groups of pupils who are or may be at risk of becoming
- persistent absentees;
- facilitate and encourage early intervention;
- identify particular types or patterns of absenteeism
- identify possible inconsistencies in the implementation of academy policy;
- report attendance matters to parents/carers.

First Day Response

As a vigilant and caring academy we apply first-day response to pupil absence. This means making a determined and sustained effort to respond to unexplained absence on the first morning of absence, usually through a telephone call.

Punctuality

In addressing punctuality atNAME..... we:

- have clear procedures - registers close at am and pm;
- publicise this policy in Academy and communicate it to parents/carers/carers;
- balance any sanctions with positive encouragement;
- praise and acknowledge punctuality and improvements in punctuality;
- ensure that teachers set a good example by arriving punctually for registration and for lessons;

follow up the reasons for lateness and be alert to any emerging patterns or problems.

It is the responsibility of the Headteacher to monitor attendance and punctuality. The Local Governing Body set attendance targets annually and are kept informed on attendance figures.

Leave of Absence

There is no entitlement in law for any leave of absence from academy in term time.

Any applications for leave of absence must be made in advance using the 'Leave Request' form and any request can only be authorised where Academy accepts there are 'exceptional circumstances'.

Any parent/carer requesting leave of absence of more than 5 days will be asked to make an appointment to see the Headteacher/ Chair of Governors to explain the circumstances.

Where parents/carers take pupils out of academy without authorisation penalty notices will be issued where the trigger of 5 days is met.

Parents/carers risk losing their pupil's place on the Academy Roll if the pupil does not return to Academy on the agreed date of return and re-admission cannot be guaranteed as defined in legislation: The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (f) (iiii) of the Education (Pupil Registration) (England) Regulations 2006 (amended 2013).

Leave of absence in term-time will never be authorised:

- during the first term, when a pupil is just starting at Academy, as it is very important for the pupil to settle into their new class;
- during an assessment/test period – Key Stage 2 SATs
- when a pupil's attendance record already includes **any** level of unauthorised absence or is below **90%**

Penalty Notices

The law gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/ carer is considered able but unwilling to ensure their pupil's academy attendance. Reducing absences from academy is a key priority nationally and locally because missing academy damages a pupil's attainment levels, disrupts academy routines and the learning of others.

Parents/carers commit an offence if a pupil fails to attend academy and those absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in court unless the fine is unpaid after 28 days. Full payment of the Penalty Notice means that parents/carers can avoid being prosecuted and convicted.

Penalty notices are issued per parent per pupil at £120. However, if paid within 21 days the cost is £60. In every case a pupil must have had a minimum of 5 academy days lost to unauthorised absence during the current term or 10 academy days lost to unauthorised absence in 2 consecutive terms before a Penalty Notice is considered. In cases of unauthorised absence parents/carers will receive a written warning of the possibility of Penalty Notice being issued. This will state the extent of the pupil's absences and give parents/carers 15 days to bring about an improvement. In that time the pupil should have no unauthorised absences from academy.

In cases of unauthorised holidays warnings will be issued where sufficient notice of the intended absence has been given. This means that in some cases, Penalty Notices may be issued without a warning.

Absence for religious reasons

The academy will authorise one day of absence per religious festival, up to a maximum of 3 days in any one academic year, on the day specifically set aside by the Religious Body of which the parent/carers is a member and this will be marked as 'R' in the register.

If parents/carers require an additional day this must be requested in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C').

Recording and Reporting

Pupil Asset is used to record absence concerns/issues, parent contracts and Penalty notices. All data/information relating to absence is secure and confidential and accessible only by appropriate members of staff.