Attendance for Learning Policy

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1. Regulations, Definitions and the Trust Approach

1.1 General

This policy has been developed in accordance with the Department for Education (DfE) statutory guidance Working Together to Improve School Attendance (July 2026) and School Attendance Parental Responsibility Measures. It sets out the Trust's approach to promoting excellent attendance, reducing absence and fulfilling statutory responsibilities.

The policy reflects the requirements of:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- School Attendance Parental Responsibility Measures
- Keeping Children Safe in Education (current edition)
- Children Missing Education: Statutory Guidance for Local Authorities and Schools
- Mental Health Issues Affecting a Pupil's Attendance

The Trust recognises that improving attendance is everyone's responsibility and seeks to work in partnership with pupils, families, schools, local authorities and external agencies to remove barriers to education and secure the best possible outcomes for all children.

Under Section 444 of the 1996 Education Act a pupil is required to attend regularly at the school where they are a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence.

1.2 Aim

The Board of Directors and each academy are committed to a positive policy of encouraging pupils to attend regularly. Each academy will work with parents/carers, and pupils to secure this aim.

Regular attendance at school is vital. Without it, the learning process becomes fragmented and unsatisfactory; absence results in missed learning. It is a legal requirement that pupils of compulsory school age receive full-time education and this means regular attendance at their assigned educational setting. Irregular attendance results in pupils not fulfilling their true potential, being placed at risk and being drawn into patterns of anti-social or criminal behaviour. Therefore, we take the issue of attendance very seriously and do all we can to obtain very high attendance from all our pupils.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with our schools being somewhere pupils want to be and that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

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 a school.

The purpose of this attendance policy is to ensure that each academy has efficient systems, known to all, ensuring that pupils who should be attending have registered twice daily, or a

reason for non-attendance is known to the academy. Roles and responsibilities are clarified and the academy's procedures are detailed. We aim to emphasise the importance of, and secure, maximum attendance at school to enable pupils to take full advantage of their educational opportunities by:

- Making explicit to all relevant parties the Trust's expectations for attendance levels
- Communicating to all relevant parties (staff, parents, pupils) the legal position with respect to attendance and the categories of absence which are authorized
- Securing good and improving levels of attendance in all year groups in the academy
- Constant scrutiny of attendance records to ensure there are no specific groups for whom attendance is a problem
- Acting early to address emerging patterns of absence
- Keeping children safe, as attendance is a key part in the monitoring of safeguarding. This policy links to Children Missing from Education, FGM, Child Protection and Prevent Policies
- Securing good communication between class teachers, form tutors, pastoral team and Directors of Year with education welfare staff to ensure good monitoring
- Rigorous investigation of the reasons for pupils' absence
- Appropriate recognition and rewards for pupils with good and improving levels of attendance
- Appropriate work with the families of pupils who are poor or inconsistent attenders causing concern in any way, stressing the need to achieve high attendance
- Securing good levels of attendance in specific periods e.g. on Mondays and Fridays, the day or week preceding a holiday
- Securing good levels of punctuality throughout the school day
- Implementing good procedures for monitoring post-registration truancy
- Follow-up on absence causing concern with appropriate bodies e.g. FGM, Forced Marriage, CSE, Prevent, Abuse and Neglect.

1.3 Admission Register

The admission register for each academy shall contain an index in alphabetical order of all pupils at the academy and shall also contain the following particulars of every pupil:

- Name in full
- Sex
- Name and address of every person known to the academy to be a parent/carer of the pupil and, against the entry on the register of the particulars of any parent/carer with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent/carer can be contacted in an emergency
- Day, month, and year of birth
- Day, month and year of admission or re-admission to the academy; and
- Name and address of the school or academy last attended.

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, a pupil's name must be entered on the admission register on the first day the academy and parent/carer have agreed that the pupil will attend, or on the day the pupil first attends if no date has been agreed.

1.4 Taking the Attendance Register

The register must record the following:

- whether the pupil is present, absent, or attending an approved educational activity
- When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence (see 1.5 below)
- the nature of the approved educational activity (for a pupil of compulsory school age) see section 1.6.

1.5 Authorised Absence

Absence shall be treated as authorised if:

(a) the pupil has been granted leave of absence (see 1.8 – 1.10)

(b) the pupil is unable to attend:

(i) by reason of genuine illness or unavoidable cause (see 1.7);

(ii) on a day exclusively set apart for religious observance by the religious body to which his parent/carer belongs. This is intended for one off situations rather than regular or recurring events.

Where the reason for a pupil's absence cannot be established at the time when the register is taken, that absence shall be recorded as unauthorised and the attendance register will be amended in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 as soon as the reason for absence has been established and as soon as practicable after the reason for the absence is established by the person with responsibility for completing the register.

Distance from the academy

A pupil will *not* have failed to attend regularly if the parent can prove that the academy is not within walking distance (defined as two miles for children under 8 and three miles for children over 8), in each case measured by the safest and most direct pedestrian route, and where the LA has not made suitable arrangements for:

- transport
- boarding
- changing to another school/academy nearer to the home.

The absence can be coded as an exceptional circumstance, see 1.7 below. Where there are such occurrences, a Senior Leader in the academy will consult with the LA, and the Principal as appropriate.

1.6 Approved Educational Activity

An 'approved educational activity' is defined as:

- one taking place off the academy premises;
- approved by a person authorised by the Principal;

- supervised by a person approved by the Principal;
- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in higher or further education

Approved educational activities may also include link courses, college placements, alternative provision, approved sporting activities and other off-site educational opportunities where the pupil remains on roll at the academy and attendance is monitored appropriately.

1.7 Exceptional Circumstances

The exceptional circumstances in which a pupil may be marked as unable to attend are where:

(a) the academy site, or part of it, is closed due to unavoidable cause, such as adverse weather, at a time when pupils are due to attend; or

(b) in the case of a pupil for whom transport is provided by the academy or a local education authority, and whose home is not within walking distance of the academy, that transport is not available; or

(c) Exceptional family circumstances, such as seriously ill relatives or bereavement, and for the funeral service (not extended leave) or visitation for children in the care of the Local Authority (LAC); or

(d) One day allocation to children of service personnel returning from long operational tours; or

(e) Reasonable' time to recover from family trauma or crisis.

1.8 Leave of Absence

(1) Leave can be granted only by the Principal, Head of School or Vice Principals. Parents/carers will be expected to use the academy's official leave of absence request form. Leave may be granted as *short term leave* (see 1.10) or *holiday leave* (see 1.9).

(2) Leave of absence shall not be granted to enable a pupil to undertake employment (whether paid or unpaid) during academy hours except—

(a) employment for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963 under the authority of a licence granted by the local authority under that section; or

(b) employment abroad for the purpose mentioned in section 25 of the Children and Young Persons Act 1933[8] where a licence has been granted under that section by a justice of the peace.

(3) Subject to paragraph (4), a pupil may (in exceptional circumstances, see 1.9) be granted leave of absence from the academy to enable him/her to go away on holiday where:

(a) an application has been made in advance to the Principal by a parent/carer with whom the pupil normally resides; and

(b) the Principal or authorised person (paragraph 1) considers that leave of absence should be granted due to the special circumstances relating to that application. It should be noted that this will only occur in the most exceptional of circumstances (see paragraph 1.9)

(4) Save in the most exceptional circumstances, a pupil shall not in pursuance of paragraph

(5) The length of any authorised leave of absence will be determined by the Principal based on the specific circumstances of the case.

1.9 Holiday Leave

Holiday leave taken by parents, particularly at the start or end of a term is a major contributing factor in all of our academies to the levels of absence experienced. Parents can be given leave by the academy to take a child on a holiday but only in **exceptional circumstances**. The latest regulations have removed references to family holiday and extended leave as well as the statutory threshold of ten school days. 'Exceptional circumstances' are granted and at the discretion of the Principal following consultation with the Trust's Chief Executive Officer

As a matter of principle, the academies within the Trust will discourage parents and carers from planning term-time holidays. Exceptional leave requests will normally not be considered where attendance is already causing concern, where attendance is below academy expectations, or where significant public examinations or statutory assessments are approaching. Should a pupil go on holiday this will count as an unauthorised absence on our records.

Should parents/carers wish to remove their child from the academy for a period of time, a "Leave of Absence" form should be completed (either online or on the school's website) and handed into the Attendance Officer / School Office, this is in order to track the whereabouts of the child as a part of our safeguarding procedures.

1.10 Short Term Leave

The Academy can legally grant short term leave for family reasons. It is for the Principal or designated persons (see 1.8) to determine the reasonableness.

Where a pupil becomes pregnant the academy will consider each case individually and provide reasonable support, education arrangements and authorised absence where appropriate, taking account of the pupil's educational, medical and welfare needs.

Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded. Staff and pupils are encouraged to make general and check-up appointments outside school hours.

The academy may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Principal will set a time limit for such absences in

consultation with the Trust. The Principal may also seek advice from the pastoral team or appropriate agencies before coming to a decision.

1.11 Taking a Pupil off the Admissions Register and Making Entries

The Principal will authorise the taking of a pupil's name off the register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and the Trust's Removal from Roll procedures contained within Appendix 1. The Data Team, will undertake the changing of the admissions register. These are detailed in Appendix 1. Attendance codes are attached to this policy in Appendix 2.

1.12 Preservation of Registers

The SIMs Next Generation computer system maintains all attendance and admission records for the six-year period required by law and is fully protected in accordance with current legislation (see 1.13). Paper copies are no longer required.

1.13 Use of Computers

(1) The School Attendance (Pupil Registration) (England) Regulations 2024 require attendance and admission registers to be maintained electronically. The Trust uses electronic management systems to ensure accuracy, security and compliance with statutory requirements.

(2) To fulfil the School Attendance (Pupil Registration) (England) Regulations 2024 and associated attendance guidance an additional back-up copy of the admission register and the attendance register will be made **monthly** in the form of an electronic copy. Arrangements for the storage and back-up of this information is controlled locally by each academy (see section 2).

(3) The persons authorised to inspect and take extracts from the admission register (OFSTED and LA/DfE) and the attendance register are permitted to inspect and take extracts from those registers kept by means of a computer and the additional back-up copies made in accordance with paragraph (2).

(4) Where any correction to an original entry in the registers is made, any register kept by means of a computer and any print made of any such register after the correction distinguish clearly between the original entry and the correction.

(5) Each additional back-up copy of the admissions register and the attendance register made in accordance with paragraph (2) and relating to a particular school year is retained for a period of six years after the end of that school year.

1.14 Fixed Penalty Notices

The education Act 1996 Section 444 states:

Section 444(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

Section 444(1a) If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails to cause him to do so, he/she is guilty of an offence.

Where a pupil meets the threshold for consideration under the Local Authority Code of Conduct and the National Framework for Penalty Notices, the academy may refer the matter to the Local Authority for consideration of legal intervention. Decisions regarding the issue of Penalty Notices remain the responsibility of the Local Authority. Legal intervention may include:

Under the National Framework for Penalty Notices:

- The first Penalty Notice issued to a parent in a three-year period is £80 if paid within 21 days and £160 if paid within 28 days.
- A second Penalty Notice issued within a three-year period is charged at £160.
- A third offence within a three-year period may result in prosecution rather than the issuing of a further Penalty Notice.

The decision to issue a Penalty Notice remains with the Local Authority in accordance with its published Code of Conduct.

- Prosecution under s444 (1) Education Act 1996, where if convicted the fine may be up to £1,000.

Prosecution under s444 (1) (a) Education Act 1996 where if convicted the fine may be up to £2,500 and/or 3 months' imprisonment.

The Trust supports the unitary authority policy and local way of working with regard to the issuing of fixed charge penalty notices to parents. Our procedures outlined in section 2 are constructed to support the requirements for the collection of evidence to allow fixed penalty notices to be issued to parents whose children fail to attend.

- the academy collects and holds data on pupil attendance and punctuality. These data are passed to the local authority as a part of the referral process for poor attenders (see 2.9)
- the unitary authority sets the criteria which attract a fixed penalty notice in its Code of Conduct
- the academy actively pursues the referral of families of poor attenders to the unitary authority for fixed penalty notices as a part of our wider attendance improvement work
- the academy will seek to work with families as a part of a formalised process before referring in most cases (the exception being those pupils who are absent unauthorised for five consecutive school days or more, for example extended family holidays in term time). See section two for details.
- the academy individually and the academy Trust do not directly impose or collect revenues from fixed penalty notices. This is administered by the unitary authority.

1.15 Inspection and Census

The Principal will ensure that the Academy Admission and Attendance Registers are available for inspection by HMIs and registered Ofsted inspectors. Additionally with the Attendance Officer will ensure that data is accurate and up to date for DfE and LA downloads, and the school census.

1.16 Safeguarding

The Trust and each academy recognises the key role that attendance procedures and procedures relating to the admissions register play in keeping children safe and avoiding children missing from education. Safeguarding procedures are woven through the attendance procedures as outlined in section 2 and seen as a central part of the Attendance Officer role. Procedures stated within this policy comply with the requirements of our Safeguarding policies.

Children Missing Education (CME) are at significant risk of harm, abuse, neglect, exploitation, radicalisation and poor educational outcomes. The Trust and its academies will follow the Department for Education Children Missing Education statutory guidance and work with the Local Authority to identify, track and support children who may be missing education.

1.17 Monitoring and Review

The Principal/Academy attendance leader will review the working of this policy with the academy leadership group and make at least annual reports to the CEO and Board of Directors/Academy Committee.

1.18 Using Part Time Timetables

Part-time timetables will only be used in exceptional circumstances, where it is in the pupil's best interests, and as part of a planned support or reintegration programme. All arrangements will be formally agreed with parents/carers and reviewed regularly with the expectation that the pupil returns to full-time education as soon as possible.

1.19 Education Off Site

Pupils may receive education away from the school site where suitable arrangements have been approved by the academy and comply with statutory guidance and attendance regulations.

This may include:

- attendance at another school under dual registration arrangements;
- attendance at alternative provision commissioned by the academy or local authority;
- attendance at provision specified within an Education, Health and Care Plan (EHCP);
- participation in approved educational activities;
- educational visits and residential experiences;

- work experience placements;
- approved sporting activities;
- medical needs provision; and
- other educational provision approved by the Principal.

The academy remains responsible for safeguarding, attendance monitoring and ensuring that suitable educational provision is being delivered whilst a pupil remains on roll.

Where education is provided off site, the academy will ensure that:

- attendance information is obtained promptly;
- absence is followed up in accordance with academy safeguarding procedures;
- appropriate attendance codes are used in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024;
- arrangements are reviewed regularly to ensure that provision remains suitable and in the pupil's best interests.

Attendance at approved off-site provision forms part of a pupil's full-time education entitlement and should not automatically be treated as absence for statistical purposes.

2: Routines to be undertaken by each academy

2.1 Electronic Storage of Data

Sir Christopher Hatton Academy – This will be undertaken by the Network Manager. The admissions register and the attendance register will be stored in the Network Manager's office.

Victoria Primary Academy – This is overseen by the Attendance and Communications Officer. It is stored on SIMS. Paper copies are printed as an emergency register and are shredded once used. The admission register is stored on SIMS.

Oakway Primary Academy - This is overseen by the Data Administrator. It is stored on SIMS. Paper copies are printed as an emergency register and are shredded at the end of each session. The admission register is stored on SIMS.

Ecton Village Primary Academy – This is overseen by the Office Administrator. It is stored on SIMS. Paper copies are printed as an emergency register and shredded at the end of each session. The admission register is stored on SIMS.

Earls Barton Primary School – This is overseen by the office admin team and stored on SIMs. The admission register is stored on SIMS. A red "fire register" is laminated and kept in each classroom in the event of a fire / fire drill evacuation and can be used as a daily register if required. New children to the class are added to SIMS and the fire register on their date of admission.

2.2 Attendance Data - Half termly monitoring

- Attendance patterns will be monitored through the academy's Management Information System (MIS) and any approved attendance monitoring platform, such as A Star Attendance, and a report produced investigating the following: For am and pm registration and for monitoring post registration and internal truancy:

- Across year groups
- Comparison of attendance rates for each half term accounting for in year variations (e.g. higher sickness in Winter)

2.3 Termly and Annual Monitoring

Detailed reports will be produced by the Attendance Officer which may include the following:

- Detailed examination of particular time periods
- Benchmarking against other schools and national data especially those in similar circumstances
- Link between attendance and attainment
- Use of data to evaluate the effectiveness of provision or interventions
- Different days of the week
- Changes as the term progress
- Each tutor group/class overall and in the morning and afternoon
- Reasons for absence
- SEN pupils
- Rates by ethnic group
- Pupil premium year group
- Rates by gender
- LAC and vulnerable children including pupils with responsibilities for caring
- Pupils experiencing bullying during that half term
- Monitoring post registration and internal truancy by scrutiny of attendance registers for other lessons.

This data will be used to inform the academy self-evaluation process.

2.4 Procedures for Pursuing Questionable or Persistent Absences

1. Academies may utilise specialist attendance monitoring platforms and analytics tools, including A Star Attendance where adopted, to identify patterns, monitor interventions and support early identification of attendance concerns.
2. Attendance Officer will make first day response calls if a call from parent/carers or carers has not been received. This may be via an automated system.
3. If a pupil is absent for a second consecutive day, a Senior Leader, Head of Year, Attendance Officer or Family Support Worker will contact home if no contact from parents/carers has been made. The Senior Leader or Head of Year will also contact parents/carers for pupils that are absent on third day following an illness-based absence.
4. Each academy retains a vulnerability matrix to identify the most vulnerable pupils and uses its attendance procedures as a part of its wider safeguarding strategy. Depending on the circumstances around these children, contact with external agencies for example informing social services may be made on every day of

absence. For those most at risk the police will be informed immediately. The academy may utilise an early home visit or a 'return to school meeting' for pupils who are known to be at risk in terms of safeguarding or poor attendance. We will try to arrange a suitable time for an early home visit to take place but reserve the right for these to take place unannounced e.g. if we cannot elicit a response.

5. In the event of consecutive unauthorised absence, referral will be made to the unitary council in order to prevent children becoming missing from education on the tenth day at the latest.
6. Attendance monitoring shows attendance levels for pupils. In Secondary academies those with less than 96% attendance will receive an attendance monitoring letter 1 (see Appendix 3). A new target of 96% is set over a two week monitoring period. In Primary academies those with less than 96% attendance will receive an attendance monitoring letter and this will be determined termly. (See Appendix 4/5/6) A new target of 96% is set over a two week monitoring period.
7. If the pupil fails the two week target monitoring letter 2 will be sent (Appendix 3/4/5/6) and a Parent/Carer Contract Meeting (PCM) with the parent/carer and pupil will be conducted by the Attendance Officer and/or Head of Year. Where attendance concerns persist, the academy may request evidence to support future absences where this is considered reasonable and proportionate. (e.g. an appointment card). Where the academy is unable to establish a satisfactory reason for absence, or where reasonable evidence requested by the academy has not been provided, the absence may be recorded as unauthorised in accordance with attendance regulations. The target of 96% is reiterated and monitored over a further three or four week period. Pastoral leaders and the academy DSP is made aware of the case at this point.
8. If necessary a letter 3 will be sent and a parent/carer contract review meeting will be held with the Pastoral Team or Senior Leader. EIPT are informed of the case at this stage. The 96% target is further reinforced with a final monitoring period of four to six weeks is established. It is made clear to pupils and parents/carers that failure to meet this target will result in further EIPT involvement.
9. Pupils are referred to the Education Welfare Officer/EIPT and/or home visits including the use of fixed penalty notices where appropriate.
10. Legal action via EIPT and further ongoing evidence collected via the Academy.

Should parent/carers or carers provide evidence for absence which is known to be untrue or where attendance is already of significant concern, a letter is sent asking that all absences for a set period are backed up with evidence (e.g. appointment slips).

When pupils in the process below stage 4 meet the targets a positive letter is sent. Pupils whose attendance drops again are sent a follow up letter and re-established at point 2 of the process (see above) with a 96% target and a PCM established.

2.5 Procedures for Following Up Absences That Are 'Unauthorised'

- Class teachers are required to either mark pupils as present or absent (/ or N). Notes and other reasons for absence are recorded on SIMs or passed to the Attendance Officer.
- Attendance Officer to monitor absences to check these have been actioned by the form tutor/class teacher. If this is not the case, the Attendance Officer will make contact with the parent/carers to investigate the absence
- The Attendance Officer is responsible for all coding of absences.
- A letter may be sent to parent/carers to ask for an explanation for the absence

- Any suspicious circumstances are reported directly to the academy DSL.

2.6 Positive Actions to Encourage Good Attendance and Punctuality

Each academy should develop positive actions to encourage good attendance. For example:

- Greater than 96% or 100% attendance certificates and prizes issued termly and annually
- Attendance a significant contributor to the house point systems
- Attendance reported in full reports and discussed at parent/carer tutor day
- Academy league tables of attendance levels with prizes for the highest performing form groups or classes
- Letters sent to parent/carers or carers when attendance patterns show improvement
- Rewards for pupils who are always punctual.

2.7 Steps to Reintegrate Pupils Who Have Had Extended Absence

The response will depend upon the individual child's circumstances and needs. For example, support from the SEN team in addition to the support of the form teacher/class teacher and Phase Leader/Director of Year/Pastoral team.

2.8 The Wider Staff Body

- This policy sets out the Trust's agreed procedures. These will be monitored and evaluated. Staff are invited to feedback any comments on this policy and its procedures as part of our aim for continuous progress and improvement.
- Staff should be clear on the importance of good attendance and punctuality to pupil achievement and behavior.
- Staff will receive the necessary training and induction e.g. how to take the register. The Attendance Officer/Senior Leader will be responsible for this and the Principal/Business Manager will ensure that support staff are familiar with the key features of this policy.
- Supply staff will be provided by the cover supervisor with paper registers to be used on their day in the academy. These should be returned to the Attendance Officer/Data Administrator.
- Staff undertaking lesson cover should use SIMs or academy procedure to take the class register.
- The Attendance Officer/Senior Leader will monitor the taking of registers and compliance with the procedures in this policy. Non-compliance will be actioned.
- The Attendance Officer/Senior Leader will monitor the quality of data recorded by staff and undertake any procedures to deal with any concerns.
- Training for specific staff is as required e.g. on the specific needs of young carers.

2.9 Involving Parent/Carers

- Parent/carers have a key role in ensuring good attendance at the academy. Our expectations are clearly laid out in the home/school agreement and prospectus. In addition parent/carers will be issued with an information leaflet as part of Year 7/Year R induction.
- In addition to the Trust letter system, information leaflets may to be sent when attendance issues become apparent, especially low level absenteeism

- Use academy promotional material, parent/carers' evenings, pupil reviews, and home/school agreements to engage parent/carers/carers
- Communicating clearly with parent/carers about the consequences of truancy and parentally condoned absence
- Provide information to parent/carers on the sanctions for failure to meet their responsibilities, link between poor attendance and reduced attainment, range of support services that parent/carers can access.
- Ensure that parent/carers are clear about what constitutes absence and how these are or are not authorised.

2.10 Involving Pupils

- Pupil questionnaires may be undertaken for the whole academy and with selected groups as judged appropriate to the identify attendance issues.
- Whole school and forms/classes attendance is published on the academy digital screens and newsletters where applicable.
- Certificates for 100% or 96%> attendance are may be used.
- Prizes/certificates for pupils improving attendance may be offered.
- Communicating clearly with pupils about the consequences of truancy and parent/carer condoned absence.
- Stressing the importance of punctuality and ensuring all are clear on the sanctions for lateness.

2.11 Work with External Agencies

- The Trust academies works closely with the Education Inclusion Partnership team (EIPT), which is the North Northamptonshire Unitary Council provision to improve attendance (see 1.14)
- The 'local way of working' established by EIPT also indicates that pupils with a minimum of 10 school sessions (2 sessions in a day AM & PM) recorded as unauthorised in a 6 school week period should be referred to them for consideration for a fixed penalty notice. The Trust procedures for those with low attendance supports this (see 2.2)
- Attendance reporting and procedural responses form a part of the academy's response to welfare and safeguarding concerns. Social services and other agencies are frequently informed of attendance and attendance information is provided to support multi-agency meetings and support networks.
- While attendance frequently forms part of multiagency working team arrangements, Trust attendance processes (such as monitoring periods, referrals and letters) will continue alongside these.

3: Punctuality

3.1 Late arrivals/Punctuality

Definition for Sir Christopher Hatton Academy

Lateness and post-registration absence procedures are to be understood by all. There is a bell at 8:30am at the beginning of each day to alert staff and pupils that the first session is due to begin. Lateness is defined by the academy as not being in school by the 8:30am bell; or in registration form group (or lesson on a Tuesday) by 8:35am.

There is an afternoon warning bell at 12:55pm on Monday, Wednesday and Friday and at 1:10pm on Tuesday or Thursday to alert staff and pupils that the next session will commence in 5 minutes.

Teachers and other staff are to be clear that if pupils are not in their class by these times they are considered as late. There is to be no latitude from teachers in the definition of lateness.

Definition for Victoria Primary Academy

The academy day starts at 8.45am and 12:40 for EYFS and KS1, 1:10 for Years 3 and 4 and 1:30 for Years 5 and 6. Lateness begins from 8.55am and 12:45, 1:15 or 1:35pm depending upon year group.

Definition for Oakway Primary Academy

The academy day starts at 8.50am and 12.30pm for EY, KS1 and Year 4 or 1.00pm for the rest of KS2. Lateness begins from 9.00am and 12.35pm or 1.05pm dependent on year group.

Definition for Ecton Village Primary Academy

The academy day starts at 8.45am and 12:45pm. Lateness begins from 9.00am and 1.05pm

Definition for Earls Barton Primary School

The school day starts from 8:45 and 1:00pm. Lateness begins from 9:00am and 1:05pm.

3.2 Procedures

Sir Christopher Hatton Academy

The academy operates a 'late gate'. Pupils arriving between 8.30am in the morning and 8:40am will be met by the family support worker or member of the leadership team at the gate and receive a late mark. This will result in a same-day lunch-time detention. Pupils arriving after late gate ceases to operate (8:40am) should sign in at main reception. Their name will be added to the late gate list. The detention sanction is then applied.

Pupils in the academy who fail to arrive on time to morning registration on Mondays, Wednesdays and Fridays or first lesson on Tuesdays and Thursdays will have their lateness recorded on SIMs. The late gate list is updated and the same sanctions apply. The disruption to the lesson of the late arrival should be kept to a minimum and no further action at this time is required by the subject teacher who should concentrate upon the lesson.

Victoria Primary Academy

Children who arrive after 8.50am and for all afternoon sessions arrive through the main entrance and parents/pupils must explain lateness to office staff. This is recorded on the SIMS system.

Letters are sent home to parents/carers of pupils with persistent lateness and are also asked to meet with the Attendance Officer.

Oakway Primary Academy

Children arriving after 9am will be met at main reception main reception by a member of the Welfare/Attendance team or a senior leader where they will be asked to explain their lateness and this will be recorded on the registration certificate along with the time they arrive.

Parents of persistently late children will receive a letter and may be asked to attend a meeting with the Welfare team.

Ecton Village Primary Academy

Children who arrive after 9.00 am and for all afternoon sessions arrive through the main entrance and parents/pupils must explain lateness to office staff and record this on the inventry system.

Parents of persistently late children will receive a letter and may be asked to attend a meeting to discuss attendance with the Head of School. Weekly late reminders will be sent out to remind parents of the timings and the importance of being in school on time.

Earls Barton Primary School

Children who arrive after 9.00 am and for all afternoon sessions arrive through the main entrance and parents/pupils must explain lateness to office staff and record this on the Inventry system. SLT are on all dates on duty encouraging children and families to hurry into school and emphasise the importance of being in-school, on-time, every day for a settled and positive start.

Parents of persistently late children will receive a letter and may be asked to attend a meeting to discuss attendance with the Attendance lead. Weekly late reminders will be sent out to remind parents of the timings of the school day and the importance of being in school on time.

3.3 Consequences of lateness

Sir Christopher Hatton Academy

As described in section 3.2, there is a standard detention response to lateness.

For pupils who are persistently late, further action will be taken to improve punctuality. This may include the use of a punctuality report and sanctions for each further incident of lateness. Letter home to parents/carers or meetings may form part of the individual strategy for some pupils.

Victoria Primary Academy

Lateness does not have a direct consequence for the pupils themselves. Persistent lateness would have intervention to parents/carers from the pastoral team.

Oakway Primary Academy

Lateness will not have any direct consequence for pupils. Persistent lateness will result in intervention from the Welfare team.

Ecton Village Primary Academy

Lateness will not have any direct consequence for pupils. Persistent lateness will result in intervention from the Head of School.

Earls Barton Primary School

Lateness will not have any direct consequence for pupils. Persistent lateness will result in intervention from the Attendance team.

4: Roles and Responsibilities

Securing good attendance cannot be seen in isolation, and effective practices for improvement will involve close interaction with academies' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in the academies, the Trust or governing body, the local authority, and other local partners.

4.1 The CEO, on behalf of the Board of Directors will:

- Approve the policy and any proposed changes
- Receive attendance reports from the academy Principals
- Provide attendance data to the Board of Directors including a comparison to the national rates of attendance and a focus on pupils groups who face barriers to attendance
- Review the working of the policy in the light of the Principal's reports according to the Trust calendar
- Ensure that the policy is promoted and implemented throughout the Trust academies, and is known by the parent/carers
- Work with Principals and school leaders to set goals and outline areas for support and challenge
- Work with Principal's to produce an attendance action plan to implement and secure improvement
- Use the academy's staff discipline policy to action persistent non-compliance with required procedures
- Authorise changes to the Admissions register

4.2 Where applicable, the Local Academy Committee or Local Governing Body will:

- Set high expectations of all school leaders, staff, pupils and parents
- Make sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

- Recognise and promote the importance of school attendance across the school's policies and ethos
- Make sure the attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Make sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly review and challenge attendance data and help school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Work with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitor attendance figures for the whole school and repeatedly evaluate the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Work with school leaders to develop a comprehensive action plan to improve attendance, where the school is struggling with attendance
- Make sure staff receive adequate training on attendance as part of the continued professional development offer and that dedicated training is provided to staff with a specific attendance function in their role.
- Hold the Principal to account for the implementation of this policy

4.3 The Principal will:

- Set a clear vision for improving and maintaining good attendance of pupils, including setting attendance targets as part of the development plan and target-setting process
- Establish and maintain effective systems for tackling absence and monitor progress
- Produce an attendance action plan if required by the CEO
- Action instances of non-compliance by staff with the agreed policies and procedures
- Determine (in collaboration with other senior staff) whether to authorise any proposed absences requested on the Trust's official form, or absences which have taken place for which no request was made
- Ensure that support staff are aware of the key features of this policy
- Ensure the Attendance Officer receives necessary training and support
- Ensure induction of new staff and supply staff
- Oversee attendance matters pertaining to child safety
- Appoint a Senior Attendance Champion if they are not already fulfilling this role

4.4 Senior Leader with delegated responsibility for attendance (Senior Attendance Champion) will:

- Notify parent/carers as appropriate that if a pupil of compulsory academy age fails to attend regularly his/her parent/carers commit an offence
- Initiate with appropriate staff strategies to improve attendance
- Deal with issues of inadequate registering

- Liaise with the EIPT over persistent absentees
- Liaise with the EIPT and police when they wish to exercise their powers to enforce truants to return to the academy
- Make regular checks on absence notes and the reasons for absence
- Ensure that strategies are in place to promote and implement the policy throughout the academy
- Ensure that unaccounted for absences are followed up
- Produce an annual report with attendance statistics for the CEO and SLT.
- Produce a weekly report on attendance for SLT.
- Advise the CEO and Principals on any strategies that could be initiated or improved and keep the CEO and Principal informed of the progress of the policy
- Arrange appropriate training for staff
- Ensure that data on attendance and punctuality is included in the reports to parent/carers
- Work with the pastoral team to ensure the efficient running of the system
- Work with parents/carers and pupils to identify and address any in-school barriers that might be affecting attendance or to understand any barriers that might exist outside of school. Meet with parents/carers to hold formal conversations, providing an opportunity to listen but also to set out any potential legal consequences of persistent or irregular absence
- Meet with parents to conduct parent/carer contract meetings.

4.5 The Trust Network Manager will:

- Make backup copies of the electronic admissions register and attendance register on a monthly basis and store them for six years in the Network Manager's office.

4.6 The Data Manager / Office Manager will:

- Make hard copies of the admissions register on a termly basis and store these in the Data Office.
- Make changes to the Admissions Register once authorised by the Principal or CEO
- Lead and complete statutory data returns regarding attendance to the DfE and the LA.

4.7 The Cover Organiser (SCHA) will:

- Ensure the supply staff are issued with registers for each lesson

4.8 The Pastoral Leads will:

- Work closely with the Attendance Officer to monitor attendance in the year group and operation of this policy by form tutors
- Ensure that all pupil absences are noted and absence notes received from parent/carers
- Ensure that all registers are completed
- Make regular checks on the efficiency of the registering
- Make regular checks on absence notes
- Ensure that all suspected truancy is followed up and dealt with
- Contact parent/carers over pupil absences where appropriate
- Work with parents/carers and pupils to identify and address any in-school barriers that might be affecting attendance or to understand any barriers that might exist outside of school

- Make reports to the Principal on the efficiency of the system
- Liaise with the Principal over training needs

4.9 Attendance Officer

- Produce attendance reports termly and annually as detailed above (attendance data)
- Work with staff to ensure awareness of the School Attendance (Pupil Registration) (England) Regulations 2024 and associated attendance guidance.
- Ensure awareness and compliance with school attendance guidance for maintained school, academies, independent schools and local authorities
- Advise and investigate all issues related to registration codings
- Check that registers have been completed for the am registration
- Check that registers have been completed for pm registration.
- Action non-taking of registers urgently e.g. by sending a memo to staff (if it is an ongoing problem then a senior member of the Academy or Principal/Vice Principal will follow up with staff).
- To check all class registers in the morning to note first day absences and telephone all parent/carers who have not contacted the academy by 9.30am.and be up to date with known absences e.g. holiday; those in inclusion etc.
- Keep a record of all telephone calls and keep any letters concerning absence
- Keep all attendance records and parent/carers notes for a minimum of six years. Where a pupil attends irregularly and there is a possibility of legal action attendance records and related communications may be required as evidence in a court action
- Work with Form tutors/class teachers to ensure that notes are received within a week of the absence
- Monitor absences to check these have been actioned by the form tutor or class teacher. If this is not the case, the Attendance Officer will make contact with the parent/carers/carers to investigate the absence. Letter sent to parent/carers/carers to ask for an explanation for the absence
- Weekly generate a list of late comers for morning and afternoon registration. Daily detention to be arranged from this list covered by pastoral staff.
- Work with the SIMs manager to ensure that the DfE and LA statutory returns and accurate and completed on time
- Manage the rewards system for good attendance
- Produce reports from the academy MIS and any approved attendance monitoring systems (e.g. A Star Attendance or Studybugs) to support the identification of attendance trends, patterns and pupils requiring intervention.
- Inform the pastoral team/SLT lead of any pupils causing concern
- Work with parents/carers and pupils to identify and address any in-school barriers that might be affecting attendance or to understand any barriers that might exist outside of school
- With the pastoral team, correspond and liaise with parent/carers of pupils with persistent attendance and punctuality issues
- Monitor staff registers for the lessons of the academy day
- Holiday requests management- check-up academy criteria for authorising and contact parent/carers/carers, and arrange interviews where appropriate.
- Issuing of late slips to pupils and recording their arrival.
- Ensure that attendance data is available and up to date for inclusion in reports to parent/carers and statutory returns
- Actively discourage parent/carers from taking their children out of school for odd days and holidays.

4.10 Curriculum Leaders/Year Leaders/Phase Leaders will:

- Ensure that registers at each subject lesson is taken by subject teachers using the SIMs system (SCHA)
- Monitor attendance for teaching groups and ensure that pastoral team are informed of issues
- Investigate and report on the relationship between attendance and attainment in their subject area.

4.11 Form Tutors and class teachers will:

- Ensure that pupils are registered accurately
- Ensure that pupils bring absence notes, and record the content of these on SIMs or Study Bugs. Form tutors are not required to code absences on SIMs
- Follow up cases of unaccounted for absence or unacceptable notes during registration periods and over the school day.
- Keep the pastoral team informed of any signs of suspected truancy
- Inform the pastoral team of any possible underlying problems which might account for absences
- Action poor punctuality in the first instance, this may be done through marking pupils as 'L' when they are late and informing pupils of the consequences of poor punctuality, and refer to the pastoral team when necessary
- Actively discourage pupils from taking any days off school and holidays during term time.

4.12 Classroom Teachers will:

- Ensure that pupils are registered accurately each lesson using SIMs or a paper register is this is not possible. Codes to be used are Present (\) or Absent (N) (SCHA)
- Ensure that pupils are registered accurately at the start of the school day and after lunch break using SIMs or a paper register is this is not possible. Codes to be used are Present (\) or Absent (N) (Primary)
- Check the attendance of pupils at their lessons
- Inform the pastoral lead of the names of pupils who are absent without notification
- Action poor punctuality through academy procedures, particularly for Tuesday P1 lessons, and refer to the pastoral team when necessary

4.13 Pupils are required to:

- Attend every day unless they are ill or have an authorised absence
- Arrive at the academy on time as detailed in section 2 and 3.1 regarding punctuality
- Arrive at all lessons during the school day promptly and move quickly between lessons where this occurs
- Sign in with the attendance officer if they are not in their form room by 08:50 or they leave school premises (for example with a medical appointment). Sign out with the Attendance Officer if they are authorised to leave the academy premises at any time during the day (SCHA).
- If possible, inform the academy of their absence on the first day of non-attendance
- Bring an explanatory note on the day of return to the academy if a previous contact has not been made
- Discuss with the tutor/class teacher any planned absences well in advance (eg a family holiday)
- Make any request for leave of absence on the academy's official leave of absence form

4.14 Parent/Carers Have the Following Role in Relation to Pupils:

- To ensure that their children arrive at the academy before the start of the school day and in the afternoon if they go home for lunch or have given permission for their child to leave the academy premises at lunchtime.
- Ensure that the academy has a current telephone number and address where they may be contacted throughout the school day in the event of an emergency or attendance query
- To notify the academy on the first day of absence on the first day of absence as early as possible and by 9.00 am at our secondary academies and 9.30 am at our primary academies at the latest.
- To work with the academy to stress the importance of good attendance on pupil achievement and behaviour with their child(ren)

Appendix 1 - Removal from Roll and Deletion from the Admission Register (School Attendance (Pupil Registration) (England) Regulations 2024)

Purpose

The Academy Trust will only remove a pupil from the admission register where permitted by the School Attendance (Pupil Registration) (England) Regulations 2024 and after all statutory safeguarding, attendance and notification requirements have been met.

The removal of a pupil from roll is a significant safeguarding action. Before any pupil is deleted from the admission register, the academy will ensure that:

- all reasonable enquiries have been undertaken;
- safeguarding considerations have been fully assessed;
- the Local Authority has been informed where required;
- records are complete and up to date; and
- statutory notification timescales have been met.

Removal from the Admission Register

A pupil's name may only be removed from the admission register where one of the prescribed grounds within the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

This list is not exhaustive and academies should refer to the Regulations before any deletion from roll.

- the pupil has been registered at another school;
- the parent has formally notified the academy that the pupil will receive education otherwise than at school;
- the family has moved and the pupil no longer resides within a reasonable distance of the academy;
- the pupil has been continuously absent and all reasonable enquiries have failed to establish the pupil's whereabouts;
- the pupil has died;
- the pupil has been permanently excluded; or
- another prescribed ground within the Regulations applies.

Children Missing Education (CME)

Where a pupil:

- fails to attend on an agreed start date;
- is absent for an extended period;
- cannot be located;
- leaves without a confirmed destination school; or
- is believed to be at risk of becoming missing from education,

The academy will follow its safeguarding procedures and the Department for Education Children Missing Education guidance.

The academy will work closely with the Local Authority and other agencies to establish the child's whereabouts and educational provision.

A pupil will not be removed from roll simply because they have poor attendance.

Notification to the Local Authority

The academy will notify the Local Authority of:

- all pupils who are to be removed from roll where notification is required by legislation;
- pupils who fail to attend at the start of their placement;
- pupils whose destination is unknown; and
- any circumstances which may indicate that a child is missing education.

Notification will be completed within the statutory timescales.

Recording and Amending Registers

All attendance and admission registers will be maintained electronically.

Where amendments are made to either register, the academy will retain:

- the original entry;
- the amended entry;
- the reason for amendment;
- the date of amendment; and
- the identity of the person making the amendment.

An audit trail will be maintained to demonstrate compliance with statutory requirements.

Retention of Registers

Admission and attendance registers will be retained securely for a minimum period of six years from the date of the last entry, in accordance with current legislation.

Responsibility

The Principal is responsible for authorising all removals from roll.

Administrative changes to the admission register will only be completed by authorised staff following approval from the Principal and in accordance with Trust procedures.

Safeguarding Statement

No decision to remove a pupil from roll will be taken in isolation from safeguarding considerations. The welfare of the child will remain paramount and all actions will be taken in accordance with the Trust's Safeguarding and Child Protection Policy, Children Missing Education guidance and Keeping Children Safe in Education.

Appendix 2 - Absence and Attendance Codes

Attendance staff should refer to the most recent DfE attendance coding guidance where there is uncertainty regarding code application.

The academies will use attendance and absence codes in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and the Department for Education statutory guidance Working Together to Improve School Attendance (latest edition). Attendance codes may be updated periodically by the Department for Education and academies should ensure they are applying the most current guidance

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The codes are:

Code / \: Present at the school / = morning session \ = afternoon session

Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes. This code is classified for statistical purposes as attending.

Code L: Late arrival before the register is closed

The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another absence code that is more appropriate. This code is classified for statistical purposes as attending.

Attending a place other than the school

Code K: Attending education provision arranged by the local authority

The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. Schools must also record the nature of the provision (regulation 10(5)), examples are:

- attending courses at college;
- attending unregistered alternative provision.

Schools should ensure that arrangements are in place whereby the education provider notifies the school of any absence by the pupil. The school must record the pupil's absence

using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity.

Code V: Attending an educational visit or trip

The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.

If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity.

Code P: Participating in a sporting activity

The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:

• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;

• the activity is of an educational nature;

• the school has approved the pupil's attendance at the place for the activity; and

• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.

If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity.

Code W: Attending work experience

The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:

• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil

by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;

• the activity is of an educational nature;

• the school has approved the pupil's attendance at the place for the activity; and

• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code B: Attending any other approved educational activity

The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.

Code B must only be used where the pupil is physically attending the approved educational activity. It must not be used for remote learning undertaken from home.

A pupil can only be recorded as attending a place for an approved educational activity if:

• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;

• the activity is of an educational nature;

• the school has approved the pupil's attendance at the place for the activity; and

• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.

Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:

• attending transition days at other schools;

• attending courses at college;

• attending unregistered alternative provision arranged by the school.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity. Absent - leave of absence

All schools must use the following codes to record the reason for a pupil being

absent with leave:

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)):

• Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.

• Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.

• Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.

Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.

Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above. This code is classified for statistical purposes as authorised absence.

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence), and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave.

Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment.

If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session. This code is classified for statistical purposes as authorised absence.

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.

Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment. This interview must take place during the session for which it is recorded. This code is classified for statistical purposes as authorised absence.

Code S: Leave of absence for the purpose of studying for a public examination 328. Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination where the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination. This code is classified for statistical purposes as authorised absence.

Code X: Non-compulsory school age pupil not required to attend school. Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.

Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X. This code is classified for statistical purposes as not a possible attendance.

Under compulsory school age

In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with.

Over compulsory school age

Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence. The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.

Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.

Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexi-schooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used. This code is classified for statistical purposes as authorised absence.

Part-time timetables should only be used in exceptional circumstances and must be regularly reviewed. They should form part of a clear reintegration plan and should not be used as a long-term solution for attendance, behaviour or SEND-related concerns.

Code D: Dual registered at another school

The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are

registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up. This code is classified for statistical purposes as not a possible attendance to avoid double counting.

Code C: Leave of absence for exceptional circumstance

All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from a school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.

Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code. This code is classified for statistical purposes as authorised absence.

Pregnant pupils

Where a pupil is pregnant or becomes a parent, academies should consider each case individually. Reasonable authorised absence and educational support should be provided, taking account of the pupil's educational, safeguarding, welfare and health needs. The amount of leave granted remains at the academy's discretion and should be reviewed on a case-by-case basis.

Absent - other authorised reasons

Code T: Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the

school may ask for proof that the family are required to travel for occupational purposes during the period of absence.

To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. This code is classified for statistical purposes as authorised absence.

Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.

Defence in the law

Parents can in some circumstances, present a defence against prosecution, under section 444(6) of the Education Act 1996. This defence applies where the child has no fixed abode, and the parent can prove that they are engaged in a trade or business that requires them to travel from place to place and that the child has been attending school as regularly as the trade or business permits. If the child is aged 6 or older, the parent must also prove that the child has attended school for at least 200 sessions in the preceding 12 months. This is in addition to the requirement to prove that the child has attended as regularly as the trade or business permits, which means that if the trade or business permits the child to attend for more than 200 sessions, they should do so.

Code R: Religious observance

The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.

Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:

• Setting term dates around days for religious observance;

• Working with local faith groups to develop guidance on absence for religious observance;

• Taking INSET days that coincide with religious observance days; and

• Providing individual support for pupils who miss sessions on days exclusively set

apart for religious observance.

This code is classified for statistical purposes as authorised absence.

Code I: Illness (not medical or dental appointment)

The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.

Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Where medical evidence is deemed necessary, schools should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence. This code is classified for statistical purposes as authorised absence.

Code E: Suspended or permanently excluded

The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.

When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where the pupil is attending alternative provision, for the session in question, schools should record this using the appropriate attendance code or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school). This code is classified for statistical purposes as authorised absence.

Absent - unable to attend school because of unavoidable cause

Code Q: Unable to attend the school because of a lack of access arrangements

Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary are where:

- the local authority has a duty to arrange the pupil's home to school travel and has

not; or

• the pupil is registered at a private school that is beyond walking distance from the pupil's home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home.

This code is classified for statistical purposes as not a possible attendance.

Code Y1: Unable to attend due to transport normally provided not being available

The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.

Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route. This code is classified for statistical purposes as not a possible attendance.

Code Y2: Unable to attend due to widespread disruption to travel

The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency. This code is classified for statistical purposes as not a possible attendance.

Code Y3: Unable to attend due to part of the school premises being closed

Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use. This code is classified for statistical purposes as not a possible attendance.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed.

This code may not be used for any planned closure such as weekends or holidays.

This code is classified for statistical purposes as not a possible attendance.

Code Y5: Unable to attend as pupil is in criminal justice detention

The pupil is unable to attend the school because they are:

• in police detention,

• remanded to youth detention, awaiting trial or sentencing, or

• detained under a sentence of detention.

If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.

A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a

community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.

Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement, therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate. This code is classified for statistical purposes as not a possible attendance.

Code Y6: Unable to attend in accordance with public health guidance or law

The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend. Meaning, the pupil's travel to or attendance at the school would be:

• contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales or Northern Ireland), or

• prohibited by any legislation relating to the incidence or transmission of infection or disease.

This code should only be used where public health guidance or legislation specifically prevents attendance. It should not be used solely because a pupil or family chooses not to attend due to illness concerns

Code Y7: Unable to attend because of any other unavoidable cause

An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

This code should be used sparingly and only where a genuine unavoidable cause prevents attendance and no other attendance code more accurately reflects the circumstances. Academies should record the nature of the unavoidable cause..

Schools must also record the nature of the unavoidable cause (regulation 10(6)),

examples are:

• Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated)

• Court attendance (where the pupil is legally required to attend Court)

This code is classified for statistical purposes as not a possible attendance.

Absent - unauthorised absence

Code G: Holiday not granted by the school

The academy has not granted a leave of absence and the pupil is absent for the purpose of a holiday.

An academy cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

Requests for leave associated with holidays, leisure or recreation will not normally constitute exceptional circumstances.

This code is classified for statistical purposes as unauthorised absence.

Code N: Reason for absence not yet established

Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.

Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)).

Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.

This code is classified for statistical purposes as unauthorised absence.

Code O: Absent in other or unknown circumstances

Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. This code is classified for statistical purposes as unauthorised absence.

Code U: Arrived in school after registration closed

Where a pupil has arrived late after the register has closed but before the end of session.

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes. This code is classified for statistical purposes as unauthorised absence.

Administrative codes

Code Z: Prospective pupil not on admission register

To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority co-ordinate in-year applications for school places.

Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before or at the beginning of the first session on that day.

If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence. This code is not collected for statistical purposes.

Code #: Planned whole school closure

Whole school closures that are known and planned in advance such as:

- days between terms;
- half terms;
- occasional days (for example, bank holidays);
- weekends (where it is required by the management information system);
- up to 5 non-educational days; and
- use of the whole school as a polling station.

This code is not collected for statistical purpose.

Appendix 3 - SCHA Attendance for Learning Procedures

Issue	Action
Pupil has 100% attendance for a whole term	• Attendance Officer (AO) identifies through SIMS and celebrates this e.g. via House system and communication with parents/carers
Pupil absent Day 1	• AO contacts home via automated system if parent/carer has not contacted school • *See procedures for First Day Calling as this could be a safeguarding issue (Use Attendance Guide to support this)*
Pupil absent Day 2 and beyond	• AO calls home on DAY 2 if parent/carer has not contacted the Academy and on DAY 3 if contact has been made (illness dependent) • If contact cannot be made on Day 3 further options will be attempted including a home visit (which will take place no later than Day 5). • Ongoing absence will result in regular (usually weekly) home visits. These may need to take place unannounced.
Pupil requests permission for holiday in term time	• Letter referred to the AO. AO to call home to confirm absence dates and reasons. • AO to inform SLT Lead and AO to send home letter on behalf of SLT Lead to inform parents/carers that the holiday absence will be unauthorised and an EIP referral will be made.
Children Missing Education (CME) - this could be an indicator of abuse-follow the safeguarding procedures and be aware of: Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg. CLA, CP Plan, CIN, SEND	• If any pupil who returns late back to school after a holiday period for five consecutive days, leaves prior to a holiday period for five consecutive days, or takes five consecutive days off for a holiday during term time the pupil will be referred to the EIP. They will advise and issue warnings, penalties or further action as necessary and will inform the school of their decision. • If a pupil returns five days late from a holiday, a CME form will be completed by AO and sent to EIP. • If a pupil is absent from school for 10 days with no contact made (or the AO cannot establish the reason for absence/ location of the child; or believes that the child will not return to the academy), Attendance Officer will complete a CME form which will be sent to EIP. • NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.
Letter received informing school pupil is leaving Sir Christopher Hatton Academy	• Letter referred to AO. AO to liaise with Data Team for immediate follow up with EIPT. Outcomes to be shared with SLT Lead and HOY.

	• The school must have the details of the school the pupil is transferring to and any CP files must be passed on ASAP by SLT Safeguarding Lead. • Pupil file must be checked by AO/Data Team → SLT Lead before being passed on to Office Manager.
Long term medical absence	• Information referred to HOY who will contact home and action with AO/SLT Lead • Where attendance is a concern, or where there is reasonable doubt as to the reason for absence, the academy may request appropriate evidence to support future absences. Requests for evidence will be reasonable and proportionate.
Attendance data	• Provided by AO and sent to HOY and SLT Lead who will analyse and identify actions. • Form Tutors are also e-mailed attendance data to prompt them to discuss poor attendance with their tutees and promote the importance of regular attendance.
Previous academic year's attendance below 96.5%	• Letter sent home at the beginning of the new academic year (September) to remind parents of the importance of attending school.

Stages of the Attendance Review Process

Issue	Action
STAGE ONE Pupil's attendance becomes a concern in a half term i.e. a pattern is emerging of days missed or consecutive days off. 96% is a guideline for triggering actions (Approx. end of Oct)	• AO contacts home and the pupil is added to the monitoring list. Letter 1 is sent. If no improvement is made, further actions will be taken. This may include contacting home, meeting with parents or escalation to HOY. • Six week monitoring period following 'Letter 1' • AO to identify pupils to be monitored and agrees this list with the HOY. This list of pupil is shared with the SLT Lead • In any case that causes suspicious or may be a safeguarding concern, the AO/member of the Pastoral Team will make a home visit.
STAGE TWO Below 96% attendance **in a term** including authorised absences (not including medical) *N.B. Letters will only be sent every term (Approx. end of Nov & Feb)*	• AO contacts home and ensures Letter 2 is sent stating the expectations regarding attendance and informing parent that their child's attendance has dipped to below expectations. Advise that we will monitor attendance for a further six-week period. A Parent Contract Meeting will take place during the monitoring period between the pupil, parents/carers, the AO and HOY. If parents/carers do not engage with this meeting a letter will be sent home detailing the targets agreed by the pupil, AO

	and HOY and the consequences for failing to meet them. • If there are any unauthorised absences in this period, the AO must inform SLT Lead at weekly meeting. Where attendance concerns continue, the academy may request appropriate evidence to support future absences.
STAGE THREE Continued absences	• If further absences occur during the monitoring period, the academy may request appropriate evidence to support future absences where this is considered reasonable and proportionate. Where the academy is unable to establish a satisfactory reason for absence, the absence may be recorded as unauthorised. Within the six-week period the AO will notify the SLT and the Vice Principal (VP). The AO, SLT lead and VP will agree actions. The AO will then send a letter inviting parents for a review meeting to discuss attendance with them and the SLT Lead/VP.
STAGE FOUR EIP (Education Inclusion Partnership) Referral	• If clear improvements are made, HOY to send personal letter home to recognise progress with attendance made and to inform parents/carers that monitoring will continue until Academy standards have been reached. • If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made. • The AO will continue to collect evidence to support the EIP and monitor through daily phone calls home and weekly home visits. • SLT members made aware for pupil progress measures and interventions.

Appendix 4 - VPA Attendance Procedures Table

Issue	Action
Pupil has 100% attendance for a whole term	• Attendance Officer (AO) identifies through SIMS • AO delivers 100% club books • Celebrated in the newsletter
Pupil absent Day 1	• Attendance Officer contacts home via telephone if parent has not contacted school • *See unexplained absence procedure as this could be a safeguarding issue*
Pupil absent Day 2	• AO informs Principal and Inclusion Team • Continue as per the unexplained absence procedures
STAGE ONE Pupil's attendance becomes a concern in a half term i.e. a pattern is emerging of days missed or consecutive days off. 96% is a guideline for triggering actions (Approx. end of Oct)	• AO contacts home and the pupil is added to the monitoring list. Letter 1 is sent. If no improvement is made, further actions should be taken including contact home, meeting with parents or escalation to Principal and Inclusion. • Two week monitoring period following 'Letter 1' • AO to identify pupils to be monitored and agrees this list with the VPA Inclusion team. This list of pupil is shared with the Principal and Class teachers. • In any case that causes suspicion or may be a safeguarding concern, the AO/member of the VPA Inclusion Team/Principal will make a home visit.
STAGE TWO Below 96% attendance **in a term** including authorised absences (not including medical) *N.B. Letters will only be sent every term (Approx. end of Nov & Feb)*	• AO contacts home if possible and ensures Letter 2 is sent stating the expectations regarding attendance and informing parents that their child's attendance has dipped to below expectations. Advise that we will monitor attendance for a further three-week period and will organise a Parent Contract Meeting between the pupil, parents/carers and the AO. • If there are any unauthorised absences in this period, the AO must inform the VPA Inclusion Team. Where attendance concerns continue following Letter 2, the academy may request appropriate evidence to support future absences. Requests will be reasonable, proportionate and based on the individual circumstances of the case.
STAGE THREE Continued absences	• If further absences occur during the monitoring period, the academy may request appropriate evidence to support future absences. Where the academy is unable to establish a satisfactory reason for absence, the absence may be recorded as unauthorised. Within the three-week period the AO will notify Principal and Inclusion Team. The AO and Principal and will agree actions. The AO will then send a letter inviting

	parents for a review meeting to discuss attendance with her and the VPA Inclusion Team.
STAGE FOUR EIP Referral	• If clear improvements are made, AO to send personal letter sent home to recognise progress with attendance made and to inform parents/carers that monitoring will continue until Academy standards have been reached. • If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made in agreement with the Inclusion team. • The AO will continue to collect evidence to support the EIP and monitor through daily phone calls home or home visits if necessary. • Class teacher and Principal made aware for pupil progress measures and interventions.
Pupil requests permission for holiday in term time	• Notification of unauthorised absence form is completed and given to Principal for signature. • AO to speak to parents and return copy of signed form to advise that the holiday absence will be unauthorised or the holiday will be authorised. • If child's attendance is already a concern then a meeting with parents may be initiated. On return from holiday if absence was unauthorised for 5 days or more and EIP referral is made dependent on reason for absence.
Children Missing Education (CME) - this could be an indicator of abuse- follow the safeguarding procedures and be aware of: Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg CLA, CP Plan, CIN, SEND	• If any pupil who returns late back to school after a holiday period for any number of days or/if the pupil leaves school early before the school has closed for a holiday-the pupil will be referred to the VPA Inclusion team. • If a pupil returns five days late from a holiday, a CME form will be completed by Attendance Officer to be sent to EIP. • If a pupil is absent from school for 10 days with no contact made, Attendance Officer will complete a CME form which should be sent to EIP. • NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.
Letter received informing school pupil is leaving Victoria Primary Academy	• Letter received by AO. AO to liaise with Principal, Inclusion and Class Teacher and immediately followed up. Outcomes to be shared with Principal, SMT and VPA Inclusion team. • The school must have the details of the school the pupil is transferring to from NCC

	• Any CP files must be passed on ASAP by VPA Inclusion Team once checked by a member of DSO. • Pupil file must be checked by AO/SMT before being sent on to the next school
Long term medical absence	• Information referred to Principal and SENCO who will contact home and coordinate appropriate support with AO/SMT/Inclusion teams. • The academy may request relevant medical information where it is necessary to understand or support the pupil's attendance needs.
Attendance data	• Provided by AO and sent to Principal who will analyse and identify actions • Class Teachers to receive attendance data weekly.
Previous academic year's attendance below 96%	• Letter sent home at the beginning of the new academic year (September) to remind parents of the importance of attending school.

Appendix 5 - OA Attendance Procedures Table

Issue	Action
Pupil has 100% attendance for a whole term Or achieves over 96% attendance for the whole term	• Studybugs sends an automated message every half term to children that achieve 100% attendance • AWO prints Bronze, Silver and Gold Certificates and hands out to individual classes for any children that achieve 96% and above
Pupil absent Day 1	• Attendance Welfare Officer contacts home by phone if parent has not contacted school • AWO/ Admin also send messages if there is still no reason for absence provided • *See procedures for First Day Calling as this could be a safeguarding issue (Use Attendance Guide to support this) Home visits will be consider if there are known safeguarding concerns*
Pupil absent Day 3	• AWO to consider a home visit if no contact has been made.
STAGE ONE Pupil's attendance becomes a concern and is identified as falling on the attendance spreadsheet i.e. a pattern is emerging of days missed or consecutive days off.	• Attendance is monitored weekly for all students using the attendance spreadsheet • If the is a downward trend for the week the AWO/ Welfare team contacts home and the pupil is added to the monitoring list. If no improvement is made the following week Letter 1 is sent. • Two week monitoring period following 'Letter 1' • AWO to identify pupils to be monitored and agrees this list with the Inclusion team. This list of pupils is accessible to the senior leadership team and the Welfare team. • In any case that causes suspicion or may be a safeguarding concern, the AWO will make a home visit.
STAGE TWO Below 96% attendance and	• AWO contacts home if possible and ensures Letter 2 to arrange a Parent Contract Meeting between the

attendance has declined further after the 1st letter	pupil, parents/carers and the Senior attendance champion. A 4 week review period is set. • If there are any unauthorised absences in this period, the AWO must inform the Senior Leader with responsibility for attendance. • Where attendance concerns continue following Letter 2, the academy may request appropriate evidence to support future absences. Requests will be reasonable, proportionate and based on the individual circumstances of the case.
STAGE THREE Continued absences	If attendance is 96% or above during the monitoring period, then a further four weeks of monitoring is completed If attendance concerns remain during the monitoring period, the academy may request appropriate evidence to support future absences. Where the academy is unable to establish a satisfactory reason for absence, the absence may be recorded as unauthorised.
STAGE FOUR EIP Referral	• If clear improvements are made, the AWO will send a letter sent home to recognise progress with attendance made and to inform parents/carers that monitoring will continue until Academy standards have been reached. • If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made. • The AWO will continue to collect evidence to support the EIP and monitor through daily phone calls home and weekly home visits.
Pupil requests permission for holiday in term time	• Absence request referred to the AWO. • SLT makes the decision and sends a letter home to inform parents/carers that the holiday absence will be unauthorised and an EIP referral will be made or the holiday will be authorised.
Children Missing Education (CME) - this could be an indicator of abuse- follow the safeguarding procedures and be aware of:	• If a pupil returns five days late from a holiday, the AWO will submit a CME referral to EIP. • If a pupil is absent from school for 10 days with no contact made, Attendance Welfare Officer will complete a CME form which should be sent to EIP. • NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.

Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg CLA, CP Plan, CIN, SEND	
Letter received informing school a pupil is leaving Oakway Academy	• Letter referred to AWO. • The school must have the details of the school the pupil is transferring to • Any CP files must be passed on ASAP • Pupil file must be checked by Admin Team and taken/sent to new school.
Long term medical absence	• Information referred to AWO who will contact home and coordinate support with relevant staff and professionals, including HPSW. • The academy may request relevant medical information where necessary to inform support arrangements.
Attendance data	• Provided by AWO and sent to CEO, Principal, Vice-Principal and SLT with responsibility for attendance (if not P or VP). • Class teachers are provided with Attendance data for parents evenings.
Attendance Information	• Leaflet is included in induction packs and share at key points in the year

Appendix 6 - EVPA Attendance Procedures Table

Issue	Action
Pupil has 100% attendance for a whole term	• Head of School and Office Manager identify pupils termly through A Star attendance and celebration letters sent to parents. •
Pupil absent Day 1	• Office Manager contacts home via telephone if parent has not contacted school • *See procedures for First Day Calling as this could be a safeguarding issue (Use Attendance Guide to support this)*
Pupil absent Day 3	• Office Manager, in consultation with the Head of School/Attendance Lead, to consider a home visit if no contact has been made.
STAGE ONE Pupil's attendance becomes a concern in a half term i.e. a pattern is emerging of days missed or consecutive days off. 96% is a guideline for triggering actions (Approx. end of Oct)	• A Star attendance prompts consideration of Letter 1 being sent to parents and the pupil is added to the monitoring list. Letter 1 is sent. If no improvement is made, further actions should be taken including contact home, meeting with parents. • Two week monitoring period following 'Letter 1' • Head of School identifies pupils to be monitored using the A Star system. • In any case that causes suspicion or may be a safeguarding concern, the Head of School or DSL will make a home visit.
STAGE TWO Below 96% attendance **in a term** including authorised absences (not including medical) *N.B. Letters will only be sent every term (Approx. end of Nov & Feb)*	• The Head of School contacts home if possible and ensures Letter 2 is sent via A Star, stating the expectations regarding attendance and informing parents that their child's attendance has dipped to below expectations. Advise that we will monitor attendance for a further three-week period and will organise a Parent Contract Meeting between the pupil, parents/carers and the Head of School. . • If there are any unauthorised absences in this period, the Office Manager must inform the Head of School • Where attendance concerns continue following Letter 2, the academy may request appropriate evidence to support future absences. Requests will be reasonable, proportionate and based on the individual circumstances of the case.
STAGE THREE Continued absences	• Parents will be invited in to review the Parent Contract with the Head of School. • If attendance shows improvement then a further monitoring period will be completed • If attendance concerns remain during the monitoring period, the academy may request appropriate evidence to support future absences. Where the academy is unable to establish a

	satisfactory reason for absence, the absence may be recorded as unauthorised.
STAGE FOUR EIP Referral	• If clear improvements are made, the Head of School will send a letter home to recognise progress with attendance made and to inform parents/carers that monitoring will continue until Academy standards have been reached. • If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made. • The Head of School and Office Manager will continue to collect evidence to support the EIP and monitor through daily phone calls home and weekly home visits.
Pupil requests permission for holiday in term time	• Absence request referred to the Head of School. • Head of School makes the decision and sends a letter home to inform parents/carers that the holiday absence will be unauthorised and an EIP referral will be made or the holiday will be authorised.
Children Missing Education (CME) - this could be an indicator of abuse- follow the safeguarding procedures and be aware of: Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg CLA, CP Plan, CIN, SEND	• If a pupil returns five days late from a holiday, the Head of School will submit a CME referral to EIP. • If a pupil is absent from school for 10 days with no contact made, Attendance Welfare Officer will complete a CME form which should be sent to EIP. • NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.
Letter received informing school a pupil is leaving Ecton Village Primary Academy	• Letter referred to the Principal. • The school must have the details of the school the pupil is transferring to • Any CP/safeguarding files must be passed on ASAP • Pupil file must be checked by the Office Manager and taken/sent securely to new school.
Long term medical absence	• • Information referred to Head of School who will contact home and coordinate support with relevant staff and professionals. The academy may request relevant medical information where necessary to inform support arrangements.
Attendance data	• Provided by the Office Manager and Head of School and sent to CEO. • Attendance will be sent to parents in each large term.

Appendix 7 - EBPS Attendance Procedures Table

Issue	Action
Pupil has 100% attendance for a whole term	• Attendance celebration via the A Star attendance portal to parents directly each term celebrating 100% (and 96+%)
Pupil absent Day 1	• Office Admin team contact home via telephone if parent has not contacted school • *See procedures for First Day Calling as this could be a safeguarding issue (Use Attendance Guide to support this)*
Pupil absent Day 3	• Office Admin team will notify Attendance team/ DSL depending on if the child is on the vulnerable list. SLT/DSL will then decide on and conduct a home visit.
STAGE ONE Pupil's attendance becomes a concern in a half term i.e. a pattern is emerging of days missed or consecutive days off. 96% is a guideline for triggering actions (Approx. end of Oct)	• A Star attendance will prompt consideration of letter 1and the pupil is added to the monitoring list. Letter 1 is sent. If no improvement is made, further actions should be taken including contact home, meeting with parents. • Two week monitoring period following 'Letter 1' • Attendance lead with the attendance team identifies pupils to be monitored from those meeting key thresholds on A Star attendance. • In any case that causes suspicion or may be a safeguarding concern, the Attendance lead or DSL will make a home visit.
STAGE TWO Below 96% attendance **in a term** including authorised absences (not including medical) *N.B. Letters will only be sent every term (Approx. end of Nov & Feb)*	• The Attendance team contacts home if possible and ensures Letter 2 is sent via A Star attendance stating the expectations regarding attendance and informing parents that their child's attendance has dipped to below expectations. Advise that we will monitor attendance for a further three-week period and will organise an informal meeting between the pupil, parents/carers and the Attendance lead. • If there are any unauthorised absences in this period, the Office admin team must inform the Attendance team. • Where attendance concerns continue following Letter 2, the academy may request appropriate evidence to support future absences. Requests will be reasonable, proportionate and based on the individual circumstances of the case.
STAGE THREE Continued absences	• Parents will be invited in to begin the Parent Contract with the Attendance team. • If attendance is falling short of the target set with exceptional circumstances, a further monitoring period may be set. • If attendance concerns remain during the monitoring period, the academy may request

	appropriate evidence to support future absences. Where the academy is unable to establish a satisfactory reason for absence, the absence may be recorded as unauthorised.
STAGE FOUR EIPT Referral Education Inclusion Partnership Team (EIPT)	• If clear improvements are made, the Attendance Team will send a letter home via A Star attendance to recognise progress with attendance made and to inform parents/carers that monitoring will continue until Academy standards have been reached. • If no improvements are made, a letter is sent home to inform parents/carers that an EIP referral will be made.
Pupil requests permission for holiday in term time	• Absence request referred to the Headteacher. • Headteacher makes the decision and sends a letter home to inform parents/carers that the holiday absence will be unauthorised and an EIP referral will be made or the holiday or days of it will be authorised.
Children Missing Education (CME) - this could be an indicator of abuse- follow the safeguarding procedures and be aware of: Children educated off-site Children who are vulnerable or with known welfare and safeguarding concerns eg CLA, CP Plan, CIN, SEND	• If a pupil returns five days late from a holiday, the Headteacher will submit a CME referral to EIP. • If a pupil is absent from school for 10 days with no contact made, Attendance Lead will complete a CME form which should be sent to EIP. • NB Normal safeguarding protocols should be followed in first instance in any of the above situations if appropriate.
Letter received informing school a pupil is leaving EBPS	• Letter referred to the Headteacher. • The school must have the details of the school the pupil is transferring to. • Any CP/ safeguarding files must be passed on ASAP • Pupil file must be checked by the Office admin team and taken/sent to new school.
Long term medical absence	• Information referred to Headteacher/Attendance team who will contact home and coordinate support with relevant staff and professionals. The academy may request relevant medical information where necessary to inform support arrangements.
Attendance data	• All accessible on A Star attendance. • Attendance Lead creates termly report and sends to CEO. • Attendance data goes home on children mid-year and end of year reports.

Appendix 8 - Time Off for Illness Guidelines

The Trust and its academies will follow the most recent UK Health Security Agency (UKHSA) guidance regarding infectious illnesses, exclusion periods and return-to-school arrangements. Parents/carers should refer to current UKHSA guidance, as recommended exclusion periods may be updated periodically in response to national public health advice.

The current UKHSA guidance for schools is:

- UKHSA: Health protection in children and young people settings, including education
- https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
- UKHSA: Guidance on infection control and recommended exclusion periods
- https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/health-protection-in-children-and-young-people-settings-including-education

Appendix 9 – A Star Attendance

A Star Attendance Solutions

Attendance Policy Appendix

2026

Date Approved: September 2026
Review Frequency: Annually
Next review: September 2027

Working together to improve school attendance (published February 2024) makes it clear that all parties; including schools, trusts, governing bodies, and local authorities should place a strong emphasis on maintaining high levels of school attendance.

All students are expected to attend every session. Where a student's attendance falls below the attendance threshold of 96%, our attendance procedures will be instigated according to the Staged response below:

Agreed Stage Attendance Intervention Levels

Stage	Criteria
Stage 1	1. Student currently has an attendance percentage of 96% or below. 2. Student has had an absence (coded I, O, U, G) in the previous 10 school days.
Stage 2	1. Student currently has an attendance percentage of 93% or below. 2. Student has absence (coded I, O, U, G) in the previous 10 school days and has previously been issued Stage 1.
Stage 3	1. Student currently has an attendance percentage of 90% or below. 2. Student has unauthorised absences (O, U, G) in the previous 10 school days and has previously been issued Stage 2.
Stage 4	1. Student continues to have an attendance percentage of 90% or below. 2. Student has unauthorised absences (O, U, G) in the previous 20 school days and has previously been issued Stage 3.

As we strive for all students to have good attendance, our escalation route is as follows:

Stage 1

Where the student has met the criteria for Stage 1; the students attendance falling below 96% and having an absence in the previous 10 days. A letter will be sent home to parents/carers and the student's attendance will be monitored for the next 10 school days.

The student may be moved to Stage 2 if they have further absence and meet Stage 2 criteria. If deemed appropriate Stage 2 may be initiated before the end of the 10 day monitoring period.

Should the student attend every session and have no further absence, Stage 2 will not be initiated.

Stage 2

If the student's attendance continues to be below 96% and they have subsequent absences, a Stage 2 letter will be sent to parents/carers requesting medical evidence for any future absence to be authorised. Alongside the Stage 2 letter, parents/carers will also be issued with a feedback form.

The student will be monitored for the next 10 school days. The student may be moved to Stage 3 if improvement criteria is not met. If deemed appropriate Stage 3 may be initiated before the end of the 10 day monitoring period.

Should the student attend every session and have no further absence, Stage 3 will not be initiated.

Stage 3

At Stage 3, parents/carers will be issued with a letter along with an Attendance Action Plan. The student's attendance will be monitored for 20 school days. However, if the pupil has further instances of unauthorised absence within the monitoring period, the student may be escalated to Stage 4.

For students that have not had unauthorised absences during the 20 school days monitoring period, the student will be de-escalated to Stage 1 and the above criteria for the suggested Stages will be followed.

Stage 4

If a student's attendance remains a concern and they continue to have unauthorised absences, they may be escalated to Stage 4. At Stage 4, a student may be referred to the Local Authority and legal proceedings may commence. The Local Authority could take action that could include, but not be limited to, issuing parental contracts, issuing fixed penalty notices, pursuing prosecution towards potential educational supervision orders or other court sanctions.