



# Attendance policy

<b>Approved by</b>	Local Governing Body	
<b>Reviewed date</b>	February 2023	<b>Frequency:</b> Every 2 years
<b>Next review date</b>	February 2025 and updated in the interim (if required) to ensure that the policy addresses how we are working together with all partners to improve learner and academy attendance.	
<b>Version</b>	1	
<b>Revised</b>		
<b>Summary of changes</b>		

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## Current Context

*'Central to raising standards in education and ensuring all learners can fulfil their potential is an assumption so widely understood that it is insufficiently stated – learners need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'*

The Government expects schools to promote good attendance and reduce absence, including persistent absence, ensure every learner has access to full-time education to which they are entitled and act early to address patterns of absence. This policy has been updated in line with DFE 'School Attendance' guidance (August 2020)

Parent/carers\* are expected to perform their **legal duty** by ensuring their children of compulsory school age who are registered at school attend regularly and arrive to school on time”.

\*Definition of parent/carer: Section 576 of the Education Act 1996

A parent/carer in relation to any child or young person, includes any person who is:-

- a) a natural parent or carer, whether they are married or not;
- b) not a parent/carer but who has parent/carer responsibility for him/her; or
- c) responsible for the care of him/her

This also includes all absent parent/carers who must have regular contact and an ability to influence the child including his/her attendance (separated parent/carers who do not accompany the other parent/carer on the unauthorised leave should not be included). Parent/carer partners can be included (whether or not they are married or the natural parent/carer of the child as they have 'care' of the child. If a learner lives with a grandparent/carer or older sibling as their main carer they can also be included as they are the main care provider.

It is also important to note that even though a parent/carer may not live in the same home as the learner that parent/carer is still responsible for ensuring the child attends school every day

## 1. Aims

At Summit Learning Trust, we believe that excellent attendance and punctuality are important in helping learners achieve the best that they can be. Education is important. Learners should be at school, on time and ready to learn, every day the school is open, unless the reason for absence is unavoidable. All research shows that learners who attend well achieve well.

Our academy aims to meet its obligations with regards to academy attendance by:

- Promoting excellent, 100% attendance and reducing absence, including persistent absence
- Ensuring every learner has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Proactively managing lateness and being alert to patterns of late arrival

We will also support parent/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and we will promote and support punctuality in attending lessons.

Good attendance (at least 97%) is essential to the learning, achievement and well-being of all learners, and particularly for those learners with SEND and/or from disadvantaged backgrounds, looked after children and for those who have had previously disrupted education.

## 2. Legislation and guidance

The 1996 Education Act (section 444) states that parents (including non-related adult carers in the child's household) have a **legal responsibility** to ensure that those of compulsory school age are educated, either by '**regular**' attendance at school or 'otherwise'. The 2008 Education and Skills Act (section 155) specifies the same requirement regarding regular attendance at alternative provision.

**The duty on parents/carers is to ensure that their children are educated, either at school or 'otherwise'**. Education is therefore compulsory. In terms of 'otherwise' children may be educated by their parents at home, by a private tutor or in establishments other than schools, i.e. – FE colleges from the age of 14, special units, hospitals or in alternative educational programmes or work experience. The law allows

parents/carers to choose the alternative options, provided they can demonstrate to the Local Authority that the education is full-time and 'suitable' to the child's education needs, up until the relevant leaving-date for all young people.

Schools must enter learners on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the learner will attend the school. For most learners the expected first day of attendance is the first day of the school year. Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment. **(DFE guidance – August 2020)**

This policy meets the requirements of the [academy attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [academy attendance parent/careral responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Learner Registration\) \(England\) Regulations 2006](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [academy census](#), which explains the persistent absence threshold.

### 3. Academy procedures

#### 3.1 Attendance register

By law, all academies (except those where all learners are boarders) are required to keep an attendance register, and all learners must be placed on this register.

The attendance register will be taken at the start of the morning session of each academy day and once during the afternoon session. It will mark whether every learner is:

Present

Attending an approved off-site educational activity

Absent

Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

The original entry

The amended entry

The reason for the amendment

The date on which the amendment was made

The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date in which the entry was made.

Learners must arrive in academy by 8.30am on each academy day.

### 3.2 Absence from school

Parent/carers must notify the academy on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.15am or as soon as practically possible.

To report an absence, parent/carers should contact the attendance team on 0121 743 3402 (Option 1) before 8.15am, leaving the child's name and reason for absence. Email ([office@lyndon.org.uk](mailto:office@lyndon.org.uk)) and text correspondence are also accepted by the school.

Once contact (verbal and/or written) has been made by the parent/carer the school will determine if the absence is to be **authorised** or **unauthorised**.

Parents/ carers are reminded that by law, only the academy Principal can make the decision to authorise an absence.

### 3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

The school will only **authorise** a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent/carer rings the school to confirm the learner is unwell: medical appointment card with one appointment entered, letter from a professional, doctor's note, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence

Where it is not possible for medical / dental appointments to be made out of academy hours, the learner should be out for the minimum amount of time necessary and be in attendance prior to their appointment / or return afterwards.

To report an upcoming medical or dental appointment parent/carers should contact the attendance team on [office@lyndon.org.uk](mailto:office@lyndon.org.uk)

### 3.4 Lateness and punctuality

The 1996 Education Act requires that every learner should attend school and be on time. It is better to be late than not to be in school at all, **BUT** when learners arrive late it makes it difficult for everyone. The teacher has to stop and wait for the latecomer to settle down, the rest of the class is disrupted, and the latecomer misses the, often vital, first part of the lesson.

Persistent lateness to school does have a significant impact on a child's learning and overall attainment, as outlined below:

Learner is late to school 5 minutes each day = 3.4 days of learning lost during the academic year

Learner is late to school 10 minutes each day = 6.9 days of learning lost during the academic year

Learner is late to school 15 minutes each day = 10.3 days of learning lost during the academic year

Learner is late to school 20 minutes each day = 13.8 days of learning lost during the academic year

Learner is late to school 30 minutes each day = 20.7 days of learning lost during the academic year

If you are aware your child will be arriving late, please send them with a note explaining the circumstances or contact the school by telephone, i.e. - unplanned appointment at the doctors.

A learner who arrives late but before the register has closed will be marked as late, using the appropriate code.

A learner who arrives after the register has closed will be marked as absent, using the appropriate code. Patterns of late arrival will be recorded, monitored and challenged by the academy.

Learner punctuality at Lyndon School is carefully monitored by pastoral managers and the attendance team.

If learners are persistently late to school following the closure of the register, then unauthorised absence procedures may apply.

Parents/carers will be regularly informed about their child's punctuality to school and will be required to attend a formal meeting with a member of the attendance/pastoral team should lateness become a concern.

### **3.5 Following up absence**

The academy will follow up any absences to ascertain the reason, ensure appropriate safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Unauthorised absences will be challenged initially by our attendance team to ascertain reasons for this absence. If this is unsuccessful members of our wider attendance team including where necessary, our Educational Welfare Officers will contact parent/carers for further clarification. Please be aware that Lyndon School works closely with Birmingham City Council and Solihull Metropolitan Borough Council in applying their legal processes and penalty notices may be issued accordingly.

By no later than September 2023, each primary and secondary academy will be contacted by their local authority and have a named point of contact allocated to them from the local authority School Attendance Support Team. The LA will hold at least termly conversations with them to identify, discuss, signpost or provide access to services for learners who are persistently or severely absent or at risk of becoming so. This support will be in addition to the Educational Welfare Service Summit Learning Trust academies already independently commissioned.

Where there are out of school barriers, the local authority will provide the identified learner and their family with access to services they need in the first instance. If the issue persists, the local authority will facilitate a voluntary early help assessment where appropriate.

The local authority will also work jointly with the academy to provide formal support options including parenting contracts and education supervision orders.

Where there are safeguarding concerns, the local authority will ensure joint working between the academy, children's social care services and other statutory safeguarding partners.

Where support is not working, not being engaged with or not appropriate, local authorities can enforce attendance through legal intervention (including prosecution as a last resort).

### **3.6 Reporting to parent/carers**

Parent/carers will receive regular attendance and punctuality updates for their child with a clear, colour coded indication of whether expected targets are being met.

Where absence intensifies, so will the support provided by the academy and other services if appropriate. A contract may be drawn up providing a formal agreement between the family and the academy. The requirements of the plan will depend on the individual case, circumstances and will be tailored to the needs of the learner and their family.

The plan will outline details of:

- the requirements the parent(s)/carer(s) is expected to comply with
- a statement from the academy and/or local authority agreeing to provide support to the parent(s)/carer(s) to meet the requirements, setting out details of the support
- a statement by the parent(s)/carer(s) that they agree to comply with the requirements for the period of time specified by the contract.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

**Principals may not grant any leave of absence to learners during term time unless they consider there to be 'exceptional circumstances'.**

Parents/carers are required to submit a written request/application for their child to take a leave of absence during term time. The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Parents/carers are required to provide the academy with adequate information/documentation in advance of any leave their child may take from school during term time. Should this information not be adequately provided, and the learner is absent from school, the academy will make reasonable enquires into the location of the learner, and the child's absence may be reported to the local authority with the child then deemed as 'missing in education'.

Authorised absence codes are noted within appendix i. pages 10 and 11 of this policy.

### Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. These are an **offence** by the parent/carer. The circumstances noted below is not an exhaustive list, and may include:

- A learner not attending school to go shopping for school clothes
- A learner not attending school as it is her birthday or the birthday of a family member
- A learner not attending school as the family have gone to the airport to meet a visiting relative
- A learner not attending school due to attending a hospital appointment for another family member
- A learner not attending school due to the fact the family returned late in the previous evening from a family holiday or event in another part of the country
- A learner not attending school as they are looking after younger siblings
- A learner attends a medical appointment in the morning but then fails to return to school for afternoon lessons

However, the Principal will take specific circumstances into account and use their discretion to determine if an absence is to be unauthorised. It is important that parents/carers notify the school in advance of an absence, and where possible, seek the Principal's authorisation.

Unauthorised absence codes are noted within appendix i. pages 12 and 13 of this policy.

## 5. Safeguarding

The school reserves the right to invite parents/carers into school to discuss any attendance issues that raise potential safeguarding concerns, i.e. – female genital mutilation, sexual exploitation, domestic violence, forced marriage, radicalisation, mental health. This may be the case particularly if a parent/carer requests a leave of absence during term time.

In addition, if the school suspects that a learner may be at potential risk as a result of their absence from school the safeguarding team reserve the right to refer these concerns to the appropriate external agencies, i.e. – social care (CASS), police. The school will inform parents / carers if a referral is to be made. However, this may not be appropriate in every circumstance depending on the nature of the safeguarding concern and a referral may be made without informing the parent / carer.

## Children Missing From Education

The school recognises that when a child goes missing from school it is a potential indicator of abuse or neglect, i.e. – sexual abuse or exploitation. Lyndon School follows the local authority procedures “Identifying and maintaining contact with children missing or at risk of going missing from Education 2013”. Under section 8h of the Education Regulations Act (2006) the school will make ‘reasonable’ enquiries into the location of learners with 5 days continuous unauthorised absence or for those who fail to return from leave of absence granted during term time. A referral will be made to ‘Child Missing from Education’ (CME) to be investigated further by their safeguarding panel and appropriate interventions taken at that level, i.e. – refer to police.

**The academy reserves the right to contact relevant agencies to seek advice (Children’s Social Care, Police Safe and Well-being referral, CME) if any child is absent from school for more than five days without confirmation from parents/carers**

Every attempt will be made to communicate with parents/carers to ensure a child is safe and well, including home visits by school staff / Education Welfare Officer (EWO). The school will contact relevant agencies after two days of absence without confirmation from parents / carers if the child is subject to a Child Protection or Child in Need plan or considered vulnerable in other ways.

There are many circumstances where a child may become missing from education, as outlined below;

- Child is at risk of harm / neglect (school will follow standard Child Protection procedures for referrals to social care / police)
- Children of Gypsy, Roma or Traveller families (school will inform local authority when a GRT student leaves the school without identifying a new destination school.
- Families of Armed Forces (school will contact MOD Children’s Education Advisory Service for advice on making arrangements for continuity of education)
- Missing children / runaways (direct referral to Children’s Services and Police)
- Children supervised in the Youth Justice system
- Children who cease to attend a school

### **Concerns:**

Sometimes a child may seem anxious about leaving home to go to school. They may tell you that they feel unwell or give another reason to not attend. You may notice that they are worried from things that they say e.g., that they do not want to do particular subjects, feel that they have no friends, are experiencing issues with their peers or feel anxious returning to school after a period of absence and are fearful of being in lessons with other learners. If this is the case, please contact the school as soon as possible to speak to the relevant member of staff. In any of these circumstances, we will work closely with you and your child to address the concerns and put relevant support measures in place. This may involve working with our pastoral team or accessing support from appropriate external agency.

## Home Education

Under the DFE guidance on attendance (August 2020); ‘Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school’. If a parent wishes to withdraw a child from the school, the child will be known as ‘Electively Home Educated’. Any parent/carer wishing to withdraw their child from the academy must confirm their decision in writing to the Principal. The school will then arrange to meet with parents/carers to discuss their decision to see what can be done to avert a decision to elect to home educate a child and allow parents or carers the opportunity to reflect on the discussions with school leaders. Following this meeting, should parents or carers continue to wish for their child to be educated at home - the academy will contact the relevant local authority and inform them of the decision of the parent/carer. Once acknowledgement has been received from the Elective Home Education team at the LA the child will be removed from the Admission register at Lyndon

School.’ The Local Authority will then determine whether or not to accept this new arrangement or challenge it. However, parents/carers are unable to withdraw their child from school if they are subject to a ‘School Attendance Order’.

Children with an Education, Health and Care Plan (EHCP) can be home educated. Where the EHCP sets out special educational provision that the child should receive at home, the local authority is under a duty to arrange that provision. The local authority must review the child’s EHC Plan annually.

## 4.2 Legal sanctions

Academies are legally bound to escalate persistent absenteeism to their Local Authority which can result in a penalty notice to be issued to parents / carers via the relevant local authority for the unauthorised absence of their child from school, where the child is of compulsory school age.

The issuing of a Penalty Notice is considered appropriate in the following circumstances:

1. **Attendance:** When:

- a learner has had a minimum of 10 sessions of unauthorised absence in the previous 12 calendar months and,
  - a school or place of alternative educational provision has commenced the relevant local authority legal intervention process and
  - despite that process being followed by the academy, there has been little improvement in the learner’s attendance.

2. **Unauthorised Leave in Term Time:** When:

- a learner has been taken on an unauthorised “leave of absence” from school or a place of alternative educational provision for minimum of 10 continuous sessions (five days) and;
- the school or place of alternative educational provision have followed the relevant local authority legal intervention process, a penalty notice may be issued.

3. **Excluded Child in a Public Place:** When:

- a learner of compulsory school age is excluded on disciplinary grounds, the parent/carer of that child, provided they have been served with Notice under Section 104 of the act, must ensure that the child is not present in a public place during school hours during the first five days of that exclusion without reasonable justification. Where parents/carers fail to ensure their child is not in a public place under these circumstances, a penalty notice may be issued.

Each parent/carer will receive a separate Penalty Notice for each child

If issued with a penalty notice, parent/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. A penalty notice can also be issued for each child of compulsory school age within a family whom are not attending school, and to each parent / carer with legal responsibility (see definition pg1). If further referrals / penalty notices occur the level of fine can significantly increase. Failure to pay the penalty fixed notice can result in a custodial sentence.

Please see links below for specific local authority School Attendance and Review Meetings and escalation processes;

**Birmingham:**

[https://www.birmingham.gov.uk/downloads/file/22384/bcc\\_education\\_penalty\\_notice\\_code\\_of\\_conduct\\_for\\_september\\_2022](https://www.birmingham.gov.uk/downloads/file/22384/bcc_education_penalty_notice_code_of_conduct_for_september_2022)

[https://www.birmingham.gov.uk/downloads/download/442/school\\_attendance\\_and\\_absence\\_advice\\_for\\_schools](https://www.birmingham.gov.uk/downloads/download/442/school_attendance_and_absence_advice_for_schools)

**Solihull:**

[https://www.solihull.gov.uk/sites/default/files/migrated/StrategiesPlansPolicies\\_Education-Enforcement-Code-of-Conduct.pdf](https://www.solihull.gov.uk/sites/default/files/migrated/StrategiesPlansPolicies_Education-Enforcement-Code-of-Conduct.pdf)



[https://www.solihull.gov.uk/sites/default/files/migrated/StrategiesPlansPolicies\\_Leave-of-absence-policy.pdf](https://www.solihull.gov.uk/sites/default/files/migrated/StrategiesPlansPolicies_Leave-of-absence-policy.pdf)

<https://www.solihull.gov.uk/Schools-and-learning/School-attendance>

## 6. Strategies for promoting attendance

*“One of the most effective ways that schools can improve achievement is by improving attendance. Even the very best teachers struggle to raise the standards of children who are not in school regularly. Schools that relentlessly pursue good attendance get better overall attainment”*

**Charlie Taylor. Government Advisor.**

Good attendance is rewarded regularly through the school rewards system and the pastoral team.

## 7. Attendance monitoring

The attendance officer/team monitors learner absence on a daily basis.

Parent/carers are expected to call the academy in the morning if their child is going to be absent due to ill health. Should communication not be made by parents/carers by 9.00am we will make a 'day 1 phone call' to discuss the reasons for this absence.

If after contacting parent/carers a learner's absence continue to rise, we will consider involving our wider attendance and pastoral team and escalating to the education welfare service.

The academy has a responsibility to reduce the number of learners whose attendance is below 90% over the school year. **Learners with attendance below 90% fall into the 'Persistent Absentee' category.** This is particularly relevant if any of the child's absences are unauthorised.

Where absence escalates and learners miss 10% or more of education (equivalent to 1 day or more a fortnight across a full school year), the academy, independent Educational Welfare Officer and local authority are expected to work together to put additional targeted support in place to remove any barriers to attendance and reengage these learners.

A particular focus will be given by all partners to learners who are absent from school/college more than they are present (those missing 50% or more from school). These severely absent learners may find it more difficult to be in school/college or face bigger barriers to their regular attendance and as such are likely to need more intensive support from a range of services.

The academy may also consider implementing an **attendance plan/contract** if a learner continues to be absent from school without authorisation. An **attendance plan/contract** is an agreement between the school and parent/carer (as noted above) and will contain improvement targets with set timescales and an overview of the support provided by the school to support the child and their family. Parental failure to comply with the plan may be used as evidence if the Local Authority decides to prosecute parents/carers.

Early Help will also be offered to all families in support of wider circumstances that they may be experiencing which is impacting on their child/ren's attendance and/or punctuality.

Early Help means taking action to support a child, young person or their family early in the life of a problem, as soon as it emerges. It can be required at any stage in a child's life from pre-birth to adulthood and applies to any problem or need that the family cannot deal with or meet on their own. It also applies to all children and young people, with any form of need. Early help may be available via the academy's own systems of support and provision or via a referral to the local authority.

<https://www.lscpbirmingham.org.uk/early-help>

<https://www.safeguardingsolihull.org.uk/lscp/multi-agency-procedures-and-practice-guidance/early-help/>

Learner-level absence data is collected each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with the Trust Board and the Local Governing Body.

The academy will collect and store attendance data via the Management Information System (MIS) Arbor. Data will be analysed, monitored and evaluated to track the attendance patterns of:

- Individual learners
- Groups of learners (including boys, girls, SEND, ethnic minority background, age group, those in receipt of additional funding)

These analyses will inform the academy's interventions with learners and groups of learners, and parent/carers, to support improved attendance.

## **8. Roles and responsibilities (please also refer to Appendix 2 – Summary table of responsibilities for school attendance September 2022)**

### **8.1 The Local Governing Body (LGB)**

The governing board is responsible for monitoring attendance figures for the whole Academy Trust on at least a termly basis. It scrutinises how effectively this policy is put in place, and reports the impact of the policy to the Board of Trustees.

### **8.2 The Principal**

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

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

### **8.3 The Attendance Lead/Officer:**

- Monitors attendance data at the academy and at individual learner, and group level
- Reports concerns about attendance to the Principal
- Works with education welfare officers to tackle persistent absence
- Carries out safe and well home visits
- Arranges calls and meetings with parent/carers to discuss attendance issues
- Advises the Principal when to request fixed-penalty notices and explore possible solutions
- Provides weekly updates to all staff about the attendance figures for learners and groups
- Co-ordinates wellbeing support, strategies, assessments and referrals to external agencies including; Early Help and social, emotional and mental health services
- Provides evaluation of the impact of actions taken to improve attendance and punctuality
- Provides half termly up-to-date analysis of attendance trends and patterns for leaders, the LGB, Education Directors and external scrutiny groups

### **8.4 Education Welfare Service (EWS)**

The academy may consider requesting a home visit and/or involvement from our external education welfare service if attendance continues to be of concern, or where the academy staff are unable to make timely contact with parents/cares in case of learner absence.

The EWS is also used in assisting the academy in discharging its safeguarding responsibilities. The EWS can mediate between home and academy where issues may be impacting on a learner's attendance.

### **8.5 Class teachers /Form Tutors**

Class teachers and Form Tutors are responsible for recording attendance on a daily basis, using the correct codes. All staff are responsible for promoting and encouraging good attendance through their daily interactions with learners and through the provision of high quality teaching. Class teachers / Form Tutors have a pivotal role in monitoring and improving attendance through their relationships with learners and their families, tutoring work, and the robust implementation of rewards systems for good attendance.

### **8.6 Office staff**

Office staff are often the first port of call when taking calls from parent/carers about; reasons for learner absence, forwarding messages on and recording details on to the academy system.

## **9. Monitoring arrangements**

This policy will be reviewed every two years by the Education Directors and Inclusion Director (overall policy) and Principals / Attendance Leads (local adjustments for context). At every review, the policy will be shared with the LGB.

## **10. Links with other policies**

This policy is linked to our Safeguarding and Child Protection Policy, Birmingham City Council Education Enforcement Code of Conduct and Solihull's MBC Education Enforcement Code of Conduct

## Appendix I : Attendance codes

The following codes are taken from the DfE's guidance on academy attendance.

Code	Definition	Scenario
/	Present (am)	Learner is present at morning registration
\	Present (pm)	Learner is present at afternoon registration
L	Late arrival	Learner arrives late before register has closed
B	Off-site educational activity	Learner is at a supervised off-site educational activity approved by the academy
D	Dual registered	Learner is attending a session at another setting where they are also registered
J	Interview	Learner has an interview with a prospective employer/educational establishment or entrance exam
P	Sporting activity	Learner is participating in a supervised sporting activity i.e. training sessions, trials, event approved by the academy
V	Educational trip or visit	Learner is on an educational visit/trip including residential trips organised, or approved, by the academy
W	Work experience	Learner is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Learner has been granted a leave of absence due to exceptional circumstances
E	Excluded	Learner has been excluded but no alternative provision has been made

		<p>If no alternative provision is made for a learner to continue their education whilst they are excluded but still on the admission register, they will be marked absent in the attendance register using Code E. Alternative provision will be arranged for each excluded learner from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they will be marked using the appropriate attendance code.</p>
<b>H</b>	Authorised holiday	<p>Learner has been allowed to go on holiday due to exceptional circumstances</p> <p>Principals should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the learner must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the principal will determine the number of days a learner can be away from school. A leave of absence is granted entirely at the Principal's discretion.</p>
<b>I</b>	Illness	<p>Academy has been notified that a learner will be absent due to illness</p> <p><b>Illness (not medical or dental appointments)</b> We will authorise absences due to illness (physical or mental health) unless we have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, we will request parents to provide medical evidence to support illness. We will record the absence as unauthorised if not satisfied of the authenticity of the illness and will advise parents in such cases. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.</p>
<b>M</b>	Medical/dental appointment	<p>Learner is at a medical or dental appointment</p> <p>Missing registration for a medical or dental appointment is counted as an authorised absence. Therefore, we encourage parents/carers to make appointments out of school hours. Where this is not possible, the learner should only be out of school for the minimum amount of time necessary for the appointment. Medical evidence will be required prior to the appointment.</p>
<b>R</b>	Religious observance	<p>Learner is taking part in a day of religious observance</p>

		We will treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong. Where necessary, we will seek advice from the parent's/carers religious body about whether it has set the day apart for religious observance, in this instance the academy will only authorise one-day absence for religious events.
<b>S</b>	Study leave	Year 11 learner is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Learner from a Traveller community is travelling, as agreed with the academy
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Learner is on a holiday that was not approved by the academy  If a school does not authorise a leave of absence and the parents still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance the absence will be recorded as unauthorised.
<b>N</b>	Reason not provided	Learner is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	Academy is not satisfied with reason for learner's absence
<b>U</b>	Arrival after registration	Learner arrived at academy after the register closed  If a learner arrives after 9.10am, without any written or verbal confirmation from parents/carers to explain their lateness, the school will mark the learner with the U code. This means that, although the learner is in school, they are marked absent for the entire morning. This will be marked as an authorised absence and could result in

		prosecution for parents/carers if the learner is persistently late.
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Academy Discretionary Codes		
Code	Definition	Scenario
X	Not required to be in academy	Learner of non-compulsory academy age is not required to attend
Y	Unable to attend due to exceptional circumstances	Academy site is closed or part of it, due to an unavoidable cause, there is disruption to travel as a result of a local/national emergency, adverse weather i.e., snow, the transport provided by the school or a local authority is not available and where the learner's home is not within walking distance or the learner is in custody
Z	Learner not on admission register	Register set up but learner has not yet joined the academy
#	Planned academy closure	Whole or partial academy closure due to half-term/Bank holiday/INSET day

**Appendix 2: Summary table of responsibilities for school attendance – Guidance for maintained schools, academies, independent schools, and local authorities (published May 2022 applies from September 2022)**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1073619/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf)

**The academy has a legal responsibility to promote good attendance. Equally, parents/carers have a legal duty to ensure that their children attend school regularly. Academy staff are committed to working collaboratively with parents/carers to ensure that learners have a high level of attendance.**

## Appendix 3: Academy Absence Process

In support of section 3.5 of our Attendance Policy the academy will follow up on any absences to ascertain the reason, ensuring safeguarding procedures are upheld where necessary.

Parents and carers are required to notify the academy on the first day of an unplanned absence, for example if their child is unable to attend due to ill health. We ask that this contact is made by 8.15am or as soon as practically possible (section 3.2).

The process below will be used by staff members at our academy as a guide to respond to learner absences in the event of no parent or carer notification of their child's absence. The action noted is not exhaustive of other measures which may need to be taken.

