



Attendance Policy

B02

Adopted by the Board of Trustees

Date of approval: 4th February 2020

Trustee Reviewers: Mrs E Revill



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1. Core Statement

'Outstanding Attendance' is considered to be 98% and above and 'Good Attendance' considered to be 96% and above. Anything below 96% is a cause for concern and below a 'satisfactory' level and this would trigger an investigation into the circumstances and a decision being made as to whether further action should be taken by the Academy.

Students whose attendance falls below 90% will be classed as a 'Persistent Absentee' in line with government classification. If their attendance falls to this level we may make a referral to Family Service who will work with the family to improve attendance or may take legal action where necessary. Students who meet this criteria will be monitored and if their attendance fails to improve a Penalty Notice fine may be issued. (Appendix 1)

The Academy target is to be above 96%.

The Academy operates a first day of absence notification to reduce truancy.

2. Aims

1. To improve the quality of school life and to create a culture in which good attendance is routine.
2. To demonstrate to students, parents and staff that good attendance is valued by the Academy, and to recognise that regular attendance is an achievement within itself.
3. To be consistent in implementation, both in terms of rewards and sanctions.
4. To value the individual.

3. Objectives

1. To secure real student involvement on attendance issues.
2. To communicate effectively with parents in relation to attendance issues.
3. To recognise and support the roles of staff in encouraging, promoting and monitoring good attendance.
4. To achieve an effective working relationship with the Education Welfare Service via the targeted support service.
5. To set, monitor and review appropriate strategic objectives which are currently identified as whole school figures of 96% attendance and 98% punctuality

4. Penalty Notice

As from January 2016, the Academy will be introducing Penalty Notices in accordance with the Code of Practice and the Education (Penalty Notices) Regulations 2007 to parents/carers whose child(ren) is/are either truanting from the Academy, absent from the Academy due to a holiday (above 7 sessions/ 3.5 days in total), below 90% or the student is found to be in a public place during the first five days of exclusion. Any request for a Penalty Notice to be issued, will go through the Local Authority and any money received through the issuing of the Penalty Notice will go to the Local Authority and not the Academy. The Academy has put a range of interventions and support in place and works closely with parents and carers to improve low School Attendance. However, if Attendance does not improve after these procedures have been followed, the Academy will then

refer to the Local Authority who will implement their own procedures which may lead to an issuing of a Penalty Notice and court action.

The penalty is £120 per child per parent if paid within 28 days, this reduces to £60 per child per parent if paid within the first 21 days. There is no right of appeal by parents/carers against a Penalty Notice. If the penalty is not paid in full by the end of the 28 day period the Local Authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice. This could lead to a fine of up to £1000 per parent per child.

The Local Authority will not issue more than 2 Penalty Notices per calendar year to any person taking more than 2 periods of unauthorised absence. Where further absences occur or where the Local Authority deem it appropriate enforcement will be dealt with directly by the court.

5. Punctuality

All students are expected to attend the Academy when it is in session. Students are expected to be on site by 8.30am. Registration begins at 8.35am prompt.

Students arriving late will be given a late mark.

The Academy operates a 'late gate' system during the course of the year to improve punctuality. The Academy reserves the right to apply an appropriate sanction such as monitoring report, detentions, including no notice end of day detentions, and referrals, but each case is judged upon its circumstances. In any case, parents/carers will be informed.

Students are expected to stay on the premises all day, including lunchtime and only leave at the end of the Academy day, unless other arrangements have been made with the Academy. Failure to comply with this will lead to parent/carer being notified that the student has left the premises without authorization, as well as notifying the Police and a sanction maybe be issued.

5.1 The Punctuality Process

Bath Lane and Park Avenue have staff on duty for late gates daily until 8.45 am. All students arriving late into school need to sign in at student reception (where they will be given a late slip for their class teacher to sign upon arrival to their lesson).

Class teachers will sanction students who are late to other lessons apart from period 1 (which is covered above).

There is a graduated response to be adhered to for repeat offenders;

- Tutor conversation and phone call home.
- Punctuality report to tutor for 3 weeks. (PN letter sent)
- SEL meeting with parents.
- Punctuality report to SEL for 3 weeks.

6. Reasons for Absence

6.1 The Academy deem the following as ACCEPTABLE reasons for absence:

- Genuine illness – not minor ailments such as headache, hay-fever or sore throat!
- Medical appointments – doctors, dentist, orthodontist but please try to make appointments outside of school hours

- Bereavements

6.2 The Academy deem the following as UNACCEPTABLE reasons for absence:

- Holidays – the Academy does not automatically agree to give time off in term time
- Birthdays – You should come to school on your birthday and enjoy the day with your friends
- Shopping – this can be done after school or at weekends
- Babysitting

Holidays in term time

We understand that it is often more expensive to take a family holiday during the school breaks. The law says that parents do not have an automatic right to take their child out of school for holidays during term time. All requests must be submitted via Weduc prior to the requested absence. The Academy will not authorise term time holidays unless in exceptional circumstances and as authorised by the Headteacher. (Appendix 2)

Leave of absence

Any leave of absence requested should be submitted in writing to the Headteacher with evidence to support your case.

If your request for a term time holiday or other absence is refused and your child is still taken out of school, this will be recorded as an unauthorised absence and a penalty notice will be actioned.

Missing Children

If no notification has been received from parents/carers regarding their child's absence after 10 school days, the Academy will report the child as 'missing from education' to the Local Authority for them to immediately investigate.

After 5 days of absence and continued non-response, the Academy will issue a potential holiday letter. (Appendix 3)

7. Roles and Responsibilities

7.1 The PDBW Scrutiny Board recognises its responsibility for overseeing Attendance issues within the Academy and for setting and reviewing appropriate strategic targets. Attendance issues will initially fall within the remit of the Welfare & Guidance Portfolio.

7.2 The Headteacher and SLT understand their role and recognise that many conditions encourage good attendance; they will therefore seek to ensure that the conditions and climate are appropriate. Due consideration will be given to the quality of the Academy, its ethos and classroom experience; appropriate curriculum opportunities; effective pastoral care; quality relationships; and good communication systems with parents and external agencies.

7.3 Parents/ carers have a duty to ensure that their children receive full time education. The Education Act 2002 places the responsibility for enforcing school attendance on the Local Authority. This responsibility is delegated to the Academy.

Legal action will be instigated against parents/carers in relevant circumstances using the wide range of available options including:

- Family Services referrals

- Penalty Notices
- Attendance parent meetings
- Attendance panel meetings
- Court Action under Section 444(1) and (1)(a) of the Education Act 2002

Court action can be initiated swiftly should the Local Authority deem it necessary.

The responsibility of parents/carers is to ensure the following:

- The child attends the Academy regularly and on time;
- To contact the Academy immediately if their child is going to be absent; on each day of absence.
- All absences must be explained in a parental note/completed slip in the child's organizer; which should then be given to the tutor on the child's return to the Academy.
- Absences of 5 days or more will require medical evidence. All evidence must be dated accordingly and have clear details including the student's name. Failure to produce evidence following 5 or more days absence will result in the absence being recorded as unauthorised.
- To notify the Academy of any known absence in advance i.e. Medical appointments with evidence.
- Refrain from taking their child out of the Academy in term-time. The Academy does not authorise absence unless for medical purposes or exceptional circumstances. The Academy will determine if an absence can be authorised and reserves the right to decline any request for absence that is deemed to be detrimental to a student's attendance and affect their education e.g. holidays. It is also encouraged that if a student is going to be absent from the Academy, s/he collects work from the relevant teachers, completes this and hands the work to the teacher/s for marking upon their return, to help them avoid falling behind in lessons.
- If a student is going to be absent due to illness for more than five days, i.e. following an operation, please inform the Academy immediately as we will be able to direct a student to the appropriate section of our website and we will also send specific work if it is deemed appropriate for assessments and examinations. On return to the Academy, the SDC may be used in some cases when returning to the Academy to provide students with additional support.
- Please ensure their son/daughter arrives at the Academy by 8.30am. Students who are late due to a late drop off, will be sanctioned in line with the Academy's policy.
- Parents whose child/ren truant from the Academy, or who take holidays within term time or whose child/ren is found to be in a public place during the first five days of exclusion may be issued with a Penalty Notice.

7.4 The Deputy Headteacher (Attendance and Behaviour)

- i) To oversee and monitor whole school attendance.
- ii) To liaise with Year Progress Leaders and the Attendance Officer.
- iii) To ensure that attendance and punctuality is a regular item at Year Progress Leader meetings.

7.5 Scholastic Excellence Leaders

- i) To oversee and monitor overall year group attendance working with tutors and Attendance Officer.
- ii) To check attendance data.
- iii) To monitor student attendance patterns –identifying students in danger of becoming PA.
- iv) To co-ordinate action with the tutors, Wellbeing Team, Attendance Officer and parents.
- v) To promote and recognise positive attendance through our rewards system

7.6 Tutors:

- i) To have a key role in promoting, maintaining and monitoring good attendance
- ii) To be on time for registration.
- iii) To record student attendance, lateness, liaise with the Attendance Officer and Wellbeing Team and complete registers accurately.
- iv) To act as a role model.
- v) Make Attendance Officer aware on the first day of student absence.

7.7 Subject Teacher

- i) To be on time for all lessons.
- ii) To support student attendance by keeping accurate class registers on Lesson Monitor at the beginning of each lesson.
- iii) To act as a role model.

7.8 Attendance Team

- i) To compile the registration data on a daily basis using electronic registration.
- ii) To record details from parents who phone in with absence information.
- iii) To make contact with parents/carers to ascertain reasons for absence using the following priority:
 - Students at risk
 - Looked after children
 - Free School Meals Students
 - Serious known absentees
 - Students below 80, 85, 90% attendance
- iv) To liaise with Deputy Headteacher, Scholastic Excellence Leader, Wellbeing Team and Form Tutors on a regular basis to share information on absentees, holiday applications, social problems and attendance panels.
- v) To be the main point of contact for parents re absence.
- vi) To refer and liaise with Family Services for students where attendance drops below 90%.
- vii) To be in attendance at panel meetings when requested.
- viii) To undertake home visits as necessary.

7.9 Family Services

- i) To liaise with the Deputy Headteacher, Year Progress Leaders, Mentors and SENCO regarding concerns over student absence through providing monthly updates on all referred students.
- ii) To meet regularly with the Deputy Headteacher and the Attendance Officer to deal with attendance issues.
- iii) To monitor with the Scholastic Excellence Leaders the attendance of each year group.
- iv) To attend termly inter-agency meetings.

7.10 Other external agencies including Social Services, Looked After Children Team, the Home Tuition Service, Health Services, the Education Psychology Service, Children & Young People's Services and the Inclusion Support Service will be involved as appropriate.

8. Rewards

8.1 Although the Academy recognises the ultimate aim of achieving good attendance for its own intrinsic benefits, it appreciates the importance of recognising good achievement with rewards and of deploying sanctions for certain for truancy and poor punctuality.

8.2 Rewards will take the form of achievement points to those students meeting the agreed targets, positive contact with home to praise individual students, celebration assemblies and extrinsic rewards.

8.3 Termly targets will be recognised at assemblies at the end of each half term and commendations will be awarded at the annual Awards Evenings in June.

9. Attendance Panels

Attendance panels will be held with students with unacceptable attendance. There will be four stages of attendance panels:

1. Tutor, Scholastic Excellence Leader
2. Scholastic Excellence Leader, Deputy Headteacher
3. Headteacher
4. Trustees

Parents/ carers will be invited to attendance panels. (Appendix 4)

An attendance action plan will be agreed at all attendance panels signed by all parties and a six week review meeting set. (Appendix 5)

Should all targets be met and improvement in attendance at the point of the review, further action may not be taken but attendance will remain monitored.

If attendance has not improved during the six week review period, appropriate further action will be taken.

10. Quality Data

10.1 The Academy will record attendance using an electronic system; clear guidelines for its use are issued to all tutors.

10.2 Subject teachers also keep records of student attendance at the beginning of every lesson using Lesson Monitor. The Attendance Officer is able to view the data and track patterns of non-attendance in lessons with the Wellbeing Team and Scholastic Excellence Leaders.

10.3 There are established procedures for occasional checks on absconding and internal truancy.

10.4 Data from registers is linked to the Sims Attendance Module which allows quality statistical analysis.

11. Review

11.1 Reviews of Attendance issues will be undertaken on a regular basis by: students in one-to-one interviews with tutors; all staff at their calendared meetings; the Leadership Group at key points in the year; the Attendance Officer with key staff at half-termly intervals; the Governing Body's Guidance & Welfare Portfolio at its termly meetings; the PDBW Scrutiny Board at its Summer Term meeting; and details will be published in the School Profile.

12. Reintegration Policy

When long-term absentees return to school it is important that they are sympathetically treated by all staff.

Re-integration often fails because it is unplanned; the student is sent back to his/her original timetable as if nothing has happened. Staff should be reminded to be sensitive, confine any remarks about the absence to 1:1 situations and to bear in mind the context of the attendance issue.

For each student, the Scholastic Excellence Leader should liaise with others to draw up a re-integration action plan. This plan will acknowledge the reasons for the student's absence, and may involve a reduced timetable in the first instance and temporary additional support in the Student Development Centre.

All staff who teach the student need to be advised in advance of an anticipated return so that they can plan how to re-introduce the student to their lessons. A risk assessment will be completed with the Student where necessary.



Appendix 1 – PA Letter



The Sports Academy | The Park | Maresfield
Noleys Farmhouse | Englefield | TN11 2AT
Phone: 01823 623140
Email: office@evolve.commercial.co.uk
Principal: Michael Lister
Chief Executive Officer: Glenn-Mary Coulbert

www.evolve-trust.co.uk/sportsacademy/
www.evolve-trust.co.uk/school/
www.evolve-trust.co.uk/

28 January 2020

Parent/carer of <chosen_firstname> <chosen_surname>
<address_block>

Penalty Notice Warning – <chosen_firstname> <chosen_surname> DOB <date_of_birth>

Dear <addressee>

As I am sure you are aware, you, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly. As such unless your child's attendance improves you will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

From today Friday 7th December 2018 ~~<chosen_firstname>'s~~ attendance will be monitored. If during this academic year they have more than 3.5 days or 7 sessions of absence over a 6 week period without sufficient medical evidence we will request that the local authority issue a penalty notice. The notice can be issued to both parents/carers for each child whose absence is persistent. Due to new legislation from the local authority the monitoring period also covers students arriving persistently late into school, if your child arrives late to school their mark will be recorded as a 'U' code which gives an unauthorised mark for that session.

The penalty notice fines are issued to each parent, for each child, and are:

- £50 if paid within 21 days, rising to
- £120 if paid between 21 and 28 days

When a fine remains unpaid the matter may be enforced at the magistrate's court. The maximum fine for this offence is £1000 per parent, per child.

The local authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

Please take immediate steps to ensure <chosen_firstname> gets to school on time every day and obtain medical evidence such as an appointment card, prescription label, medical letter etc. if she/he is too ill to attend. Any other reason for absence should be discussed with the school as we aim to work with you and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Mrs K Leaper
Attendance Officer

www.evolve-trust.co

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CIC The Sports Academy | The Park | Maresfield | Mole Valley
Registered in England | NO11 2AT | Company Reg. England and Wales 0137797 | Charities 1042412



Appendix 2 – Holiday Letter



The Sports Academy | The Park | Macclesfield
Staffordshire | England | NG11 2AT
Phone: 01782 62144
Email: info@evolvetrustacademy.org
Principal: Michael Lazenby
Chief Executive Officer: Claire-Kate Cotton

www.evolve-trustacademy.org
www.the-park/sportsacademy
www.evolve-trustacademy.org

19 September 2018

Parent/Carer of

Dear

Exceptional Absence in Term Time

We note your application to take [redacted] out of education for 5 days to go on holiday. Academies are only allowed to agree a leave of absence during term time in exceptional circumstances.

After taking into consideration all the information provided we do not feel this meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 3 days/5 sessions (over a 6 week rolling period) under section 444(A) of the Education Act 1996, can result in the Local Authority issuing a Penalty Notices to parents of children with unauthorised absences from school.

The fines are issued to both parents, for each child, and are:

- £60 if paid within 21 days, rising to
- £120 if paid between 21 and 28 days.

When a fine remains unpaid the matter may be enforced at the magistrate's court. The maximum fine for this offence is £1000 per parent, per child.

The local authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

If you do remove [redacted] as per the dates requested in your application we will have to inform the local authority who may issue a fine

Yours Sincerely

Mrs Keeley Leaper
Attendance Officer

www.evolve-trust.org

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Staffordshire | England | NG11 2AT | Company Reg: England and Wales 07527147 | Company No: 07527147



Appendix 3 – Suspected Holiday Letter



Date

Parent/carer of [REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

Unauthorised Absence – [REDACTED] Year 8

During [REDACTED]'s recent absence we visited your home on several occasions and were unable to make contact with anyone. Due to the non contact we believe you are in fact on holiday and will be recording the absence accordingly, if this is not the case we will require medical evidence for the dates of [REDACTED]'s absence as a matter of urgency. Failure to supply this by the end of this week will result in the absence being recorded as unauthorised.

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) under section 444(A) of the Education Act 1996, can result in the local Authority issuing a Penalty Notices to parents of children with unauthorised absences from school.

The fines are issued to each parent, for each child, and are:

- £60 if paid within 25 days, rising to
- £120 if paid between 26 and 28 days.

When a fine remains unpaid the matter may be enforced at the magistrate's court. The maximum fine for this offence is £3000 per parent, per child.

The local authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

Yours sincerely

Mrs K Leaper
Attendance Officer

www.evolvetrust.org

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Harwell Hall (Grain) | Ruislip Wood | Beaufort Road, West | Marsfield |
Ridgeway (Grain) | England | NG21 0PS | Company Reg. England and Wales 09227747 | Company 8184163463666



Appendix 4 – Attendance Panel Invite Letter



The Brunts Academy | The Park | Mansfield
Nottinghamshire | England | NG21 3AT
Phone: (01623) 623148
Email: office@brunts.evolutrust.org
Headteacher: Michael Lucas
Chief Executive Officer: Claire-Marie Cuthbert

www.facebook.com/thebruntsacademy
www.twitter.com/bruntsacademy
www.brunts.evolutrust.org

Date

Parent/ Carer of [REDACTED]
[REDACTED]
[REDACTED]

Attendance Panel Meeting

RE: [REDACTED]

Dear Mr and Mrs [REDACTED],

Over the past weeks, [REDACTED]'s attendance has been a cause for concern. I would like to invite you and [REDACTED] to an Attendance Panel meeting with myself to discuss [REDACTED] attendance and possible ways the school can support you. During the meeting strategies and next steps will be discussed to support [REDACTED] in ensuring she attends school regularly and does not miss any valuable information.

This is a formal meeting, if you fail to attend this meeting it will still go ahead and actions will be agreed. If there is no significant improvement in your child's attendance the Local Authority will consider taking legal action against you in the Magistrate's Court.

The Attendance Panel meeting will be:

Time: 12.15pm

Date: Thursday 23rd January 2020

Venue: The Brunts Academy

Yours sincerely,

Miss C Nuttall
Scholastic Excellence Leader

www.evolutrust.org

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Ransom Hill South | Ransom Wood | Sixtown Road West | Mansfield

Nottinghamshire | England | NG21 3HJ | Company Reg, England and Wales 07627747 | Company limited by guarantee



Appendix 5 – Attendance Panel Action Plan



Attendance Action Plan

Student: _____

Date of attendance panel: _____

Attendance percentage at date of panel: _____

Student perspective (reasons the student is giving for absences)	Parent perspective (reasons the parent is giving for absences)
Specific needs to be considered	Possible issues preventing attendance

Key Point	Action	By whom

Action plan agreed by:

Student: _____

Parent: _____

School: _____

Monitoring period: From _____ To _____

[www.evolve**trust**.org](http://www.evolvetrust.org)

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Ransom Hall South | Ransom Wood | Southwell Road West | Mansfield |
Nottinghamshire | England | NG21 0HJ | Company Reg. England and Wales 07827747 | Company limited by guarantee

Equality Act 2010 (Amendment) Order 2012 Impact Assessment

Name of Policy:	Policy Name: Attendance Policy
Date Analysis Undertaken:	Date: January 2020

General Duty	Current Provision	Task to be completed / Undertaken	Support needed / Date for action / Lead
Eliminate unlawful discrimination, victimisation and harassment and other prohibited conduct.	Neutral impact	Continue to review as the academic year progresses	
Advance equality of opportunity between people who share a protected characteristic and those who do not	Neutral impact	Continue to seek professional advice when necessary as review policy annually	
Foster good relations between people who share a protected characteristic and those who do not	Neutral impact	Continue to seek professional advice when necessary as review policy annually	

Template for self-assessment and action planning: Equality Act 2010 (Amendment) Order 2012

Protected Characteristic	Positive Impact	Negative Impact	Neutral Impact	Engagement undertaken	Evidence and action taken/Outcome
Race			✓		
Religion or Belief			✓		
Gender / Gender Reassignment			✓		
Sexual Orientation			✓		
Disability			✓		
Age			✓		
Other (please specify)					
Summary:					

Undertaken by: (PRINT NAME)	M Hindmarch		
Date:	January 2020		
QA: (PRINT NAME)		QA Signature:	