



Attendance Policy

This policy is applicable to Atam Academy

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Appendix

- **Appendix 1 Flow Diagram**
- **Appendix 2 Actions for pupil absent from school**

Introduction

At Atam Academy, we priorities regular attendance and punctual arrival at school.

Our approach is to have:

- Set high expectations for the attendance and punctuality of all pupils;
- Promote good attendance and highlight the benefits of good attendance;
- Have systems in place to reduce absence, including persistent and severe absence;
- Ensure that every pupil has access to the full-time education to which they are entitled;
- Act early to address patterns of absence; and
- Build strong relationships with families to make sure pupils have the support in place to attend school.
- Promote and support punctuality in attending lessons,

Any absence impacts a child's learning, and frequent absences can significantly hinder their progress. Additionally, any pupil's absence or late arrival disrupts the classroom routine and can affect the learning of other students in the same class.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024).

Ensuring regular school attendance is a parental responsibility, and we are committed to:

- Upholding section 7 of the Education Act 1996, which requires parents to provide full-time education suitable to their child's age, ability, aptitude, and any special educational needs.
- Promoting good attendance behavior.
- Treating all pupils fairly and equally, in line with the Equality Act 2010.
- Working with other agencies for early intervention to ensure the health and safety of pupils.
- Rewarding regular attendance.

Our policy aims to:

- Ensure pupil safety by maintaining contact with parents/carers during absences.
- Monitor attendance patterns, especially for vulnerable pupils.
- Support families in achieving high levels of attendance and punctuality.
- Provide equal access to education to improve academic outcomes.
- Ensure smooth progress through school.

- Remind parents/carers of their legal responsibilities.

Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2020) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Improving school attendance'

2.2. This policy will be implemented in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy

Roles & Responsibilities

The Local Advisory Board has overall responsibility for:

- Monitoring the implementation of the attendance policy and procedures of the school.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Principal is responsible for:

- Monitoring school-level absence data, and reporting it to local governing bodies
- Issuing fixed-penalty notices, where necessary, and/or authorising a designated senior leader to be able to do so
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Ensuring the school works with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with

SEND face in-school barriers

- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for a staff; including teachers, support staff and volunteers following this attendance policy and ensuring pupils do so also ensuring this policy is implemented fairly and consistently ensuring every pupil has access to a full-time education

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Working with Education Welfare Officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices
- Inform the LA of any pupil being deleted from the admission and attendance registers if they:
 - Are being educated from home
 - No longer live within a reasonable distance of the registered school
 - Have an authorised medical note
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning
 - Have been permanently excluded

Pastoral Leaders, Director of Learning and Phase Leaders are responsible for:

- Daily and weekly tracking of attendance supported by Class/Form Teachers
- Following-up absence and attendance concerns with pupils and parents

- Working with Attendance Officer and Designated Attendance Lead to identify next steps for pupils with attendance concerns including referrals to external agencies
- Providing support and intervention for pupils with poor attendance and those returning from long absence
- Celebrating attendance success and improvement

Teachers, support staff and volunteers will be responsible for:

- Modelling good attendance behaviour
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated
- Teachers will take a register at the start of each session they teach or are covering
- Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session

Parents are responsible for:

- Make sure their child attends every day on time
- Call the school to report their child's absence before on the day of the absence, and advise when they are expected to return, as per the arrangements communicated on the attendance pages of all our school websites
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the school.
- Providing accurate and up-to-date contact details
- Providing the school with more than one emergency contact number
- Updating the school if their details change
- Taking responsibility for the attendance of their children during term-time
- Promoting good attendance and ensuring their children attend school every day

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Pupils are responsible for:

- Their own attendance at school and any agreed activities throughout the school year
- Their punctuality to lessons
- To attend school every day on time
- To agree to strive for 100% attendance throughout the year (we accept that some absence may be unavoidable due to illness)
- Attend lessons punctually
- Report any absence immediately to the relevant member of staff

Definitions

The school defines an “authorised absence” as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency
- The school defines an “unauthorised absence” as:
- Parents keeping children away from school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have not been properly explained
- Arrival at school after 9.15am when the register has closed
- Absence due to shopping, looking after other children or birthdays etc
- Absence due to day trips and holidays in term time
- Leaving school for no reason during the day

The school defines “persistent absenteeism (PA)” as: Missing 10 percent or more of schooling across the academic year for any reason

Children Missing from Education

A child going missing from education is a potential indicator of abuse or neglect. School staff members must follow the (Wolverhampton Safeguarding Together) LA procedure Attendance Manager (Mrs S Bhogal 01902 925390) Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse or neglect.

Staff members must follow the school's procedures for dealing with children who are absent/ go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future We will comply with our statutory duty to inform the local authority of any student who falls within the reporting notification requirements outlined in the TKAW Children Missing in Education Policy.

Attendance Register

We will keep an electronic attendance register, and place all pupils onto this register.

Atam Academy staff will take the attendance register at the start of each school day and at the start of the afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Absent
- Attending an approved educational visit
- 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

The school will use the DfE attendance codes (2024/25) to ensure attendance and absence are monitored and recorded in a consistent way.

Attending the school - Statistically present

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

Code L Late arrival before the register is closed

Attending a place other than the school - If in attendance statistically present

Code K Attending education provision arranged by the local authority

Code V Attending an educational visit or trip

Code P Participating in a sporting activity

Code W Attending work experience

Code B Attending any other approved supervised educational activity

Code D Dual registered at another school

Absent - leave of absence - Statistically not present

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

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

Code J1 Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code S Leave of absence for the purpose of studying for a public examination

Code X Non-compulsory school age pupil not required to attend school

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

Code C Leave of absence for exceptional circumstance

Absent - other authorised reasons - Statistically not present

Code T Parent travelling for occupational purposes

Code R Religious observance

Code I Illness (not medical or dental appointment)

Code E Suspended or permanently excluded and no alternative provision made

Absent - unable to attend school because of unavoidable cause - Statistically not present

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

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

Code Y2 Unable to attend due to widespread disruption to travel

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

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

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

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

Code Y7 Unable to attend because of any other unavoidable cause

Absent - unauthorised absence - Statistically not present

Code G Holiday not granted by the school

Code N Reason for absence not yet established

Code O Absent in other or unknown circumstances

Code U Arrived in school after registration closed

Administrative codes - Not collected

Code Z Prospective pupil not on admission register Code # Planned whole school closure

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. Induction days.

Every entry received into the attendance register will be preserved for three years.

Lateness

Punctuality is of the utmost importance and lateness will not be tolerated.

The school gates open 08:14, the students will be permitted to enter school at this time and will go straight to morning line up. The students have until 08:21 to enter their line. Pupils will receive a late mark if they are not in line by this time. Any students that are late will receive a same day 30 minute detention.

After lunch, registers are marked. Pupils will receive a late mark if they are not in their classroom by the end of their year groups allocated lunchtime.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate - Unauthorised 'U' code
- In exceptional circumstances a Late code can be used after the register has closed when making a reasonable adjustment for a time-limited period - recorded in an Attendance Plan

Attendance Officer

If pupils are persistently absent, they will be referred to the Attendance Officer and Director of Learning who will attempt to resolve the situation through a parent agreement.

If the situation cannot be resolved and attendance does not improve, the Attendance Officer has the power to issue sanctions such as prosecutions or penalty notices to parents.

The Attendance Officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.

The Attendance Officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.

Pupils at Risk of Persistent Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school is not able to make contact, they will follow safeguarding policy to ensure students are safe.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving relevant personnel
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not successful or not engaged with, schools may consider appropriate sanction steps
- Children Missing Education: If the absence remains unexplained after 3 days of unexplained absence schools should follow the LBN CME process, beginning with a home-visit and completing the LBN CME Report.

The Senior Leader overseeing attendance will:

- Establish a range of evidence-based interventions to address barriers to attendance
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work
- Attend or lead attendance reviews in line with escalation procedures
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents
 - Having a weekly tutor review
 - Engaging with LA attendance teams
 - Using fixed penalty notices
 - Creating attendance clinics

The Local Advisory Board will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.

Teaching staff will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps
- Meet with pupils to discuss absence, patterns, barriers and problems.
- Work with the child, family and attendance team to establish plans to remove barriers and provide additional support
- Lead daily or weekly check-ins to review progress and the impact of support
- Make regular contact with families to discuss progress
- Consider what support for re-engagement might be needed, including for vulnerable groups

Vulnerable Students

Pupils potentially at greater risk of harm who require a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.

The school attendance system will be used to give an accurate view of attendance, reasons for absence and patterns within groups such as:

- Child Protection
- Children in need (CIN)
- LAC
- Pupils who are eligible for FSM
- Pupils who speak English as a second language
- Pupils with SEND

Truancy

Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.

All pupils are expected to be in their classes every day, on time. The teacher will record the attendance electronically.

Any pupil with permission to leave the school during the day must sign out at reception and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting.

If truancy is suspected, the Pastoral Lead will be notified and they will contact the child's parents in order to inform them that their child is suspected of truanting. They will discuss with the parent the possible reasons behind the child not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, holidays in term time and persistent late arrival at school.

Sanctions

To tackle poor attendance, our schools will all make use of a range of potential sanctions – including, but not limited to, those listed below.

These decisions will be made on a case-by-case basis

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, our schools will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 (per parent, per child) within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, our schools may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Rewarding Good Attendance

The school acknowledges outstanding attendance in the following ways:

- Termly 100% attendance certificates assembly termly
- Termly rewards for 100% attendance
- Termly attendance certificates for the most improved attendance.
- Staff can also nominate pupils who may have less than 100% but more than 95% when they recognise that a single unavoidable event (s) such as a medical appointment(s) has reduced attendance.

Good attendance and punctuality will be rewarded in the following ways:

- Postcards home
- Rewards raffle
- Class Charts points

Leave during Lunch Times

In exceptional circumstances, parents may be permitted to take their child away from the school premises during lunch times with permission from the Executive Principal – it is at the Executive Principal's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the Executive Principal.

- a) The Principal will consider the request and will invite the parent in to the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises.
- b) The Principal reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.
- c) Our lunch time hours are staggered for different Key Stages between 1:00pm - 2:05m. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.
- d) Parents will be required to meet their child at the main reception area when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the main reception area.
- e) A member of staff will be available at the main reception area before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.
- f) If a pupil is expected to be leaving the school premises, they are required to do so – pupils will go home as soon as they leave the site and will not loiter outside the premises.
- g) If a pupil expected to leave no longer has reason to do so, e.g. a medical appointment is cancelled, they will inform a member of staff at the school office immediately.
- h) Pupils will not be permitted to leave the school premises where they have a lunch time detention – parents will be informed promptly if this is the case and suitable arrangements will be implemented, e.g. access to a school lunch.
- i) Pupils may also not be permitted to leave the school premises where they have displayed poor behaviour at any time – parents will be informed promptly if this is the case and suitable arrangements will be implemented, e.g. access to a school lunch.
- j) The Principal reserves the right to withdraw their permission at any time – this may occur, for example, where a pupil displays poor conduct of behaviour when off the premises, or where there are attendance concerns.
- k) Any decision to withdraw permission will be in writing, explaining the reasons for the Principal's decision. If permission is withdrawn, parents will not be entitled to appeal the decision.
- l) Parents will be able to withdraw their request at any time – the request will be submitted in writing to the Principal.
- m) Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

Supporting pupils who are absent or returning to school

Pupils absent due to mental or physical ill health or SEND

It is important that we are particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. However, these pupils are still expected to attend school regularly, and this may help to resolve underlying issue.

All our schools will inform:

- The local authority of the name and address of sick pupils who have or will miss 15 consecutive or cumulative days due to condition which make them unable to attend school.
- A pupil's social worker and/or youth offending team worker on the day of absence when there is an unexplained absence from school
- The local authority of pupils with education, health and care (EHC) plans whose attendance falls, or where there are barriers to attendance related to the pupil's needs

Pupils returning to school after a lengthy or unavoidable period of absence

Where pupils have lengthy periods of absence from school it is essential that they are purposefully supported to return successfully and to reduce the risk of further absence.

To support students who are absent or returning from absence, all our schools will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Work closely with colleagues at all Trust schools to share best practice and to provide

alternative channels of support

- Implement sanctions, where necessary

Missing Children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the Executive Principal.

The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Pastoral Lead or member of SLT on duty immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Pastoral Lead or member of SLT

The following areas will be systematically searched:

- All classrooms
- All toilets
- Changing rooms
- The library
- The school grounds

Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted

If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified

The school will attempt to contact parents using the emergency contact numbers provided

If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted

The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing

If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed

When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well

The Pastoral Lead or member of SLT will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary

Parents and any other agencies will be informed immediately when the pupil has been located

The Pastoral Lead or member of SLT will carry out a full investigation, and will draw a conclusion as to how the incident occurred

Appropriate disciplinary procedures are followed in accordance with the Primary Behaviour Policy

Prolonged periods of unauthorised absence without contact will be handled in accordance with clauses 7.6-7.8 of this policy

A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome

Parental Involvement

The school will build respectful relationships with parents and families to ensure their trust and engagement.

The school will communicate openly and honestly with pupils and their families about their expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.

The school will liaise with other agencies working with pupils and their families to support attendance, e.g. if a pupil has a social worker.

Parents will be expected to:

- Treat staff with respect
- Actively support the work of the school
- Call on staff for help when they need it
- Communicate with the school about possible circumstances which may affect their child's attendance or require support

Term-Time Leave

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher can only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- Leave of absence will not be granted for a pupil to take part in protest activity during school hours.
- Exceptional circumstances
 - As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school".

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that Principals may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.

Holidays in school term time **will not be approved**. Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school.

We will not consider applications for leave during term time:

- At any time in September. This is very important as your child needs to settle into their new class as quickly as possible
- During assessment and test periods in the school's calendar affecting your child
- When a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year

Religious Observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

Parents will inform the school in advance if absences are required for days of religious observance.

Appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

If the appointment requires the pupil to leave during the school day, they will be signed out at the main reception area by a parent.

Pupils will attend school before and after the appointment wherever possible.

Exceptional Circumstances

20.1. When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.

20.2. Exceptional circumstances include when a pupil is unable to attend because:

- Transport provided by the school or LA is not available and the pupil's home is not within walking distance
- There has been widespread disruption to travel services which has prevented the pupil from attending
- The pupil is in custody and will be detained for less than four months

The use of the 'Y' code is collected in the school census for statistical purposes.

Absence Procedures:

Parents are required to contact the school by 8.30am on the first day of any absence and every further day of absence, until the child returns to school.

Parents are required to send a note on the first day their child returns with a signed explanation in the student's planner (this can also be done through email – info@atamacademy.com) as to why they were absent. This must be done even if we have already received a phone call.

Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.

A phone call and text message will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence
- Ensure that proper safeguarding action is being taken
- Identify whether the absence is authorised or not
- Identify the correct code to use to enter the data onto the school census system

In the case of persistent absence, arrangements will be made for parents to speak to the Attendance Officer.

The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 90 percent, the Attendance Officer and Pastoral Lead will be informed and a formal meeting will be arranged with the parents and Education Welfare Officer.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Training of Staff

- The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.
- Teachers and support staff will receive training on TKAW Academy's attendance policy as part of their new starter induction
- Teachers and support staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed
- Teachers and support staff will receive regular and ongoing training as part of their development

Young Carers

The school understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity, as well as throughout their time at the school.

The school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

Monitoring & Review

The school monitors attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Atam Academy aspires to achieve whole school attendance of 97% and above.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

Our schools ensure that their attendance data is benchmarked appropriately in order to identify areas for improvement.

Atam Academy analysis attendance by:

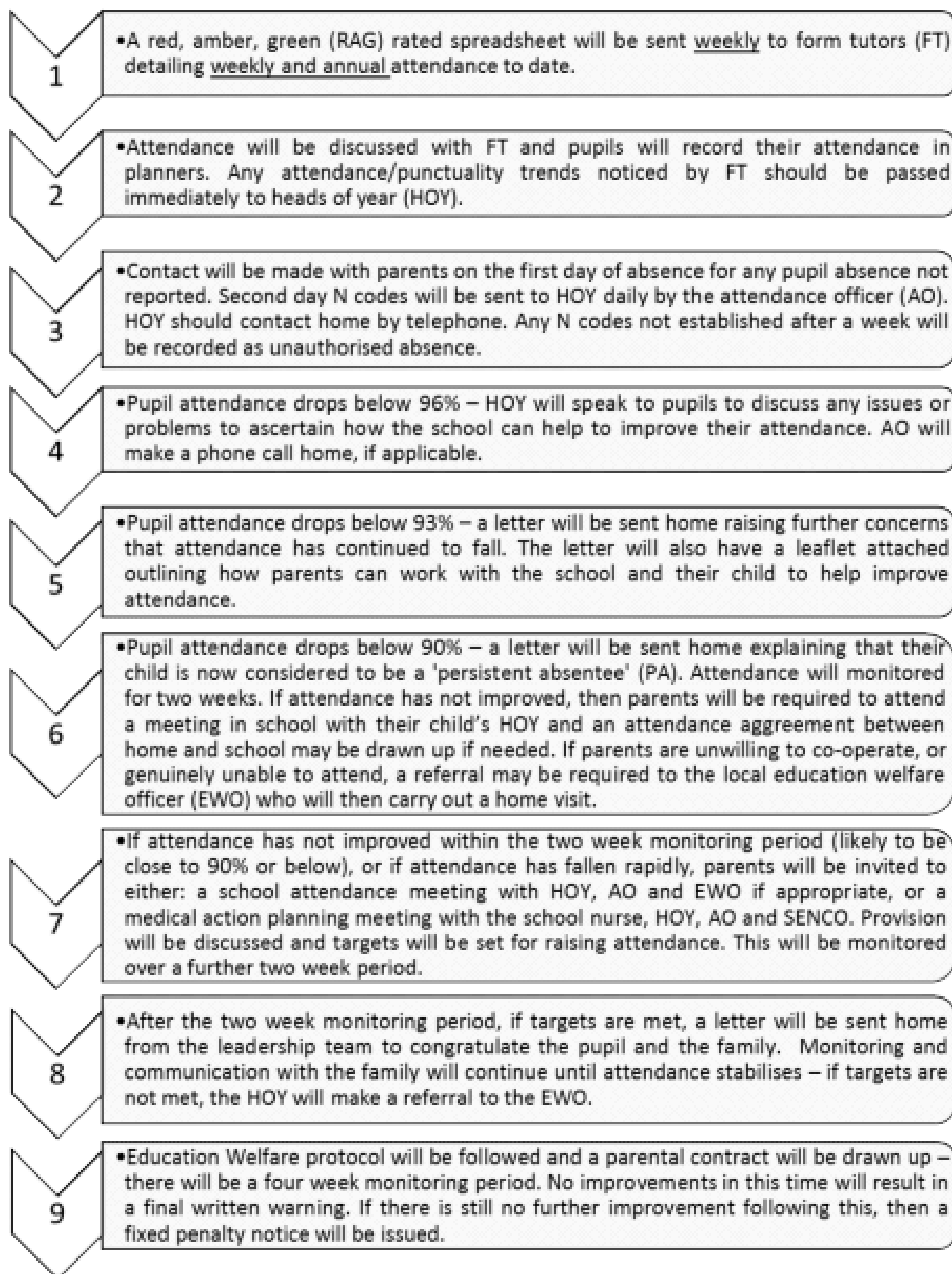
- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop

strategies to address these patterns

We use data to improve attendance by:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with colleagues at all other Trust schools, other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Appendix 1 - Flow Diagram



Appendix 2 Actions for pupil absent from school

We must always remember that children present in school are safe children. If a child is absent this can be a safeguarding concern. We have a duty of care and we are required to know where children are if they are absent from school and the reason for absence. Parents are required to inform the school of any absence, the reason for absence and must contact the school every day of absence.

When a pupil is absent from school and we have not received any contact from parents/carers with a reason for absence the following route will be followed.

Day	Action
1	Text 1 message sent by 9-30 a.m. re absence to ALL absentees Phone calls home in order of priority (CP, CIN, LAC, PP, PA pupils, SEND) made from 9-00 a.m. Calls made by AO, pastoral team or DSL if appropriate. Priority home visits identified by pastoral team and completed by 11-30am. Visiting card left if no answer. Marks: Where a valid reason is given by parent/carers the correct code will be entered in SIMs. Where no reason is yet established the mark will remain as an N If no reason has been established by 2-30 p.m. Text 2 (safeguarding focus) is sent and a pupil is identified as a priority home visit if absent the following day. If there are safeguarding concerns about the child or family Children's Social Care will be contacted. The police will be contacted and asked to complete a welfare visit if appropriate. Home visits and concerns will be logged on CPOMS
2	If the pupil is absent for a second day and no contact has been received Text 3 is sent by 9-00 a.m. This text highlights the school's concerns re safeguarding and their duty of care. Home visit is completed by 11-30 a.m. If there are NO immediate safeguarding concerns and no one is home the second contact on SIMs will be used to try and establish where the pupil is.

	If there are safeguarding concerns Children's Social Care will be contacted again or the police will be asked to complete a welfare visit. Marks: • Where a valid reason is given by parent/carer the correct code will be entered in SIMs. • Where no reason is yet established the mark will remain as an N If no reason has been established by 2-30 p.m. Text 4 (safeguarding focus) is sent This text informs the parent/carers that the police or Children's Social Care will be contacted Home visits and concerns will be logged on CPOMS
3	If the pupil is absent for a third consecutive day and no contact has been received to give reason for the absence Text 4 is sent again. Home visit is completed by 11-30 a.m. Contact is made with Children's Social Care for advice and guidance. Marks: • Where a valid reason is given by parent/carer the correct code will be entered in SIMs. • Where no reason is yet established the mark will be changed to an O – an unauthorised absence Home visits and concerns will be logged on CPOMS

If the parent provides a reason we do not believe is truthful or a pattern of condoned absence emerges then the DSL will contact the parents/carers and request that a medical evidence letter is signed. This agrees that all future absences will require medical evidence or will be logged as unauthorised by the school.

If we believe the absence is due to an unauthorised holiday, then we will inform the Education Welfare Service. They may prosecute or issue you with a penalty notice for failing to ensure your child attends school in accordance with this policy.

- **Monitoring and review**

This policy will be reviewed on an **annual** basis or when new legislation or guidance concerning attendance is published. The Trust board and Principal will review the policy and the LAB will monitor the policy