



Attendance Policy

EASTERSIDE ACADEMY

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Version History

Date	Author	Version	Comment
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1. Aims

The Enquire Learning Trust aims to meet its obligations with regards to school attendance by:

- emphasising that it is the responsibility of everyone in the Academy to improve attendance and punctuality.
- ensuring that all pupils access a full-time education which meets their needs and allows all to realise their potential.
- striving to provide a safe and caring environment where each child can engage in all opportunities offered.
- working with children and their families to ensure every child has good attendance and punctually.
- challenging the behaviour of those children and parents/carers who give a low priority to attendance and punctuality.
- providing an effective system of communication with parents/carers together with appropriate agencies to provide mutual information and support.
- developing IT-based attendance recording systems in order to provide accurate information and to use suitable tracking strategies to recognise any trends that can damage good attendance and learning.

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

Our Academy

What you can expect from Easterside Academy:

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- We will work closely with parents/carers where child's absence is cause for concern.
- We will support children to achieve good attendance and punctuality.
- We will support children returning to school after prolonged absence.

What Easterside Academy expects from Children:

- To attend regularly and on time
- To be punctual to all lessons
- To ensure that they register for all timetabled lessons and inform the Office where appropriate if they are not able to be registered.
- To ensure all messages and notes from parents/carers are taken to the appropriate place.

What Easterside Academy expects from Parents/Carers:

- To ensure their child attends the academy on those days it is open, dressed in full uniform and equipped to learn.
- To ensure their child attends every day the Academy is open unless they are too ill to do so.
- To avoid keeping their child away from the Academy for any reason other than illness or other authorised explanation (see overleaf).
- To avoid arranging holidays during term time
- To immediately inform the Academy Attendance Office / Academy if their child is unable to attend (by 9am where possible), including the reason for absence and expected date of return.
- If no indication of a return date has been given, parents/carers should contact the Academy on each day of absence.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE) and includes 'Working to Improve School Attendance' (Sept 2022), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

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

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

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

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil 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 on which the entry was made.

Pupils must arrive in school by 8.55am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.25am. The register for the second session will be taken at 1pm and will be kept open until 1.25pm.

3.2 Unplanned absence

Parents must notify the school by telephone on the first day of an unplanned absence and each subsequent day of the absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible (see also section 6).

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Late submissions of leave of absence forms/or leave of absence taken without schools prior knowledge and permission may also be subject to penalty notice procedures.

Pupils who have 20 consecutive school days of unauthorised absence may be at risk of losing their school place.

3.3 Medical or dental appointments

The academy should be notified of these appointments by phone or by calling in at the main school office.

Where a pupil is present for registration but then has to attend an appointment, the Academy staff in the classroom record the fact on their whiteboard for the purpose of emergency evacuation and parents are required to sign the pupil out and school record the reason why. Copy of the appointment cards etc should be provided as good practice. The pupil although registered is not physically present. Similarly the Academy must note the presence of a pupil (again for emergency evacuation) who was not there when the register was being taken but returns later from an appointment parents sign the pupil back into school.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

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

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Repeated lateness will be reported to parents/carers. Repeated lateness after the register has closed may be dealt with in the same way as absence. Parents/carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court. Authorised/Unauthorised Absence Authorised absence is where the Academy has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the Academy can do this.

It is Easterside Academy's policy to actively discourage late arrival. A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others. In recognition of local circumstances (such as bad weather), we may keep registers open for a reasonable period.

For registration to mean anything at all, a firm line must be taken on late arrivals. To do otherwise undermines the whole purpose of registration and may serve to encourage other pupils to arrive late. Particular attention will be paid to emerging patterns of late arrival.

Where a pupil does arrive late and misses registration, his or her presence on site will still need to be noted. Anyone arriving late must report to the main office. Office staff and the Care/Attendance Team will be there to challenge the lateness. Office staff will amend the child's presence on the electronic register and in the late book.

In responding to lateness, we will of course need to take account of the individual circumstances of each case. In some instances enquires may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances. The Academy Education Welfare Officer may need to seek an early

meeting with parents of pupils who persistently fail to arrive on time without valid reason whilst keeping the academy informed. If the parents do not have any valid reason for the child's persistent lateness the Academy Education Welfare Officer will consult with commence attendance proceedings which could lead to that matter being referred to the local authority Education Welfare Service who will consider taking action under the Education Act which may include the issuing of a penalty notice.

3.5 Following up absence

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

3.6 Reporting to parents

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

Parents / carers will receive their child's attendance % termly at parent consultations, where attendance is discussed. The overall annual attendance will also be shared with parents / carers in annual school reports.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

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

A family holiday during term time is not exceptional circumstances.

The school 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.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Exclusion
- Exceptional family circumstances e.g. bereavement of close immediate family
- Involvement in a public performance
- **Authorisation is at the Principals discretion**
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

Ofsted should not criticise schools for absences of Traveller children, providing the school can demonstrate that it:

- has used the registration codes correctly
- is strategic and proactive in communicating with Traveller parents about their travelling patterns on a regular basis

- is strategic and proactive in ensuring excellent attendance when the children are not travelling
- provides distance learning materials in accordance with good practice
- provides Travelling families with the parent held education record before they travel
- includes specific guidance for Travellers in the school's attendance policy and ensures the policy is accessible to parents
- evaluates its provision for narrowing the gap in attendance for Traveller children in the school self-evaluation form
- evaluates its provision for narrowing achievement gaps for Traveller children in the school self-evaluation form

Holidays

Pupils **will not** be granted authorised absence for holidays during term time unless there is an exceptional circumstance (see definition section 4.1)

Unless authorised due to an exceptional circumstance, any holidays taken will be unauthorised and parents/ carers may be subject to legal sanctions.

4.2 Legal sanctions

The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 per child for each parent where the fine is paid within 21 days, and £120 per child for each parent where the fine is paid between the 21st day and the 28th day. Parents should be aware that this means a family of 2 parents and 2 children will be fined £240 if the fine is paid within 21 days or £480 if the fine is paid from 21-28 days. For families with 3 children, these amounts would be £360/£720.

The payment must be made directly to the local authority.

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

How we respond to Absence/Lateness

	Children have Exceptional attendance	The academy recognizes and celebrates great attendance through weekly awards in class and in the Friday celebration assembly. There are also other incentives such as fortnightly 'Special Attendance Breakfasts' each half term and the '12 Days of Christmas Attendance'.
	Children have attendance above 95%	Children contribute to the weekly attendance award for their class – which leads to special events and rewards. Classes use the 'Roary's Class Acts' programme / incentive in partnership with Middlesbrough Football Club, to promote good attendance at school, as well as other incentives.
ATTENDANCE FALLS BELOW 95% DUE TO UNAUTHORISED HOLIDAYS, ILLNESS OR UNAUTHORISED ABSENCE		
Step 1	Letter 1 to inform of a low level of attendance.	95% is a start for concern. This letter is to inform and advise. It starts the beginning of a 2 week monitoring period .

Step 2	<p>After 2 weeks of monitoring, attendance has still not improved, and/ or there are additional absences –</p> <p>Letter 2 is sent.</p>	<p>Letter 2 explains the reasons given for absence so far, and that this has led to an unacceptable attendance level. Parents are advised that If attendance has dropped below 90% your child will be classed as a persistent absentee. It also states that unless there is a significant improvement, the matter will be referred to the Education Welfare Officer, and a meeting will be held in school to form an attendance action plan.</p> <p>This is the beginning of a second monitoring period of a minimum of 2 weeks.</p>
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Where attendance falls below 90% the Education Welfare Officer discusses the pupil with the School Care Team, School Administrative Team and/or Head Teacher. If appropriate, the parent will be contacted by the Education Welfare Officer by letter or phone in the first instance and medical evidence maybe requested.

Step 3	<p>First attendance meeting (Initial Assessment).</p>	<p>If attendance remains below 90%, parents are invited into school to meet with the Attendance Team including the Education Welfare Officer. At this meeting, targets are set, and an attendance action plan is formed with parent (s) who will be offered support via Early Help or any other applicable agency. Parent(s) are made aware that absences will not be authorised by school unless medical evidence is provided examples being appointment letter, or card or prescription slip.</p> <p>If the family do not attend, the plan will be made by school and sent home.</p> <p>The Education Welfare Officer will also complete an appointed home visit.</p> <p>This is the beginning of a third monitoring period. Any further unauthorised absence from this point, then the Education Welfare Officer will consider further action in line with Middlesbrough local authority attendance procedures: https://www.middlesbrough.gov.uk/schools-and-education/school-attendance</p>
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Step 4	<p>Second attendance meeting (Attendance Case Conference).</p>	<p>This meeting will be recorded and minutes produced detailing the discussion, the key issues/barriers to attendance, actions that each member will take to resolve the issues and an attendance target set. If applicable, the Education Welfare Officer will refer the matter to the local authority requesting that a Fixed Penalty Warning Letter to be issued to parent(s).</p> <p>The Action Plan will run for no less than 4 school weeks and a review date will be set. Parent(s) will receive a copy of the minutes from this meeting.</p> <p>Appointed home visits as necessary will be completed by the Education Welfare Officer.</p>
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Step 5	<p>Third Attendance Meeting (Attendance Case Conference Review).</p> <p>Prosecution Warning Letter issued.</p>	<p>An Attendance Case Conference Review meeting will be held in school and parent(s) will be invited to attend.</p> <p>During the meeting parent(s) will be handed a Prosecution Warning Letter which states that the school will refer the matter to the local authority if attendance continues to cause concern.</p> <p>Parent(s) will receive a copy of the minutes of this meeting and further copies of the action plan and Prosecution Warning Letter.</p>
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Step 6	The case referred to local authority	If a pupil's attendance continues to cause concern, and in-line with local authority attendance procedures, the Education Welfare Officer will complete a referral form and refer the matter to the local authority Education Welfare Service who on receipt will action the referral within 10 school days.
Step 7	Local Authority.	The Education Welfare Service will make a decision to either: 1. Follow Middlesbrough local authority penalty notice procedure or 2. Prepare a prosecution file - s444 (1) or s444 (1a)
Step 8	Legal Proceedings.	When the decision to prosecute has been made, Middlesbrough local authority will request that the EWO/caseworker completes a witness statement to be forwarded onto the Education Welfare Service to be submitted into court file. The local authority will inform parent(s).
Step 9	Court outcome.	The local authority will inform parent(s) and school of the Magistrates decision and disposal from court.

5. Strategies for promoting attendance

The school promotes good attendance from the moment children start our nursery or reception classes. Our Education Welfare Officer attends the transition meetings and introduces herself to parents and her role from the outset.

In class good attendance is promoted by all staff through the use of 'Roary's Class Acts' – an attendance initiative developed by Middlesbrough Football Club (MFC). The school works in partnership with MFC to promote and reward good attendance using their tag line, '*Every Day Matters*'. Each class has an attendance chart in which pupils keep track of their own attendance. Classes work together towards attendance and punctuality awards in the celebration assembly each week. This includes the 'Beat the Bell' Award for a KS1 and KS2 class that has the best punctuality – they are awarded an extra playtime.

Attendance is also celebrated through attendance initiatives such as the 'Special Attendance Breakfast Award' for the class with the highest attendance over a fortnightly period; and other initiatives such as 'The 12 Days of Christmas Attendance'. These are used to promote and encourage excellent attendance.

Marvellous Me is also used to acknowledge positive improvements in punctuality and attendance. This can be used by the class staff or the Principal and Care Team.

We encourage good communication between school and home and encourage parents that are struggling with punctuality or attendance to arrange a meeting early on with a member of the school's Care Team to discuss the issues and see if school can help in any way.

As well as promoting good attendance, Easterside Academy also promotes and encourages good punctuality. School starts promptly at 8.55am. It is Easterside Academy's policy to actively discourage late arrival. KS2 doors open at 8.40am and Early Years/KS1 doors at 8.45am. Pupils are required to be in class and ready to learn by 8.55am.

A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others. In recognition of local circumstances (such as bad weather), we may keep registers open for a reasonable period.

For registration to mean anything at all, a firm line must be taken on late arrivals. To do otherwise undermines the whole purpose of registration and may serve to encourage other pupils to arrive late. Particular attention will be paid to emerging patterns of late arrival. Where a pupil does arrive late and misses registration, his or her presence on site will still need to be noted. Anyone arriving late must report to the main office. Office staff and the Care/Attendance Team will be there to challenge the lateness. Office staff will amend the child's presence on the electronic register and in the late book.

In responding to lateness, we will of course need to take account of the individual circumstances of each case. In some instances enquires may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances.

The Academy Education Welfare Officer may need to seek an early meeting with parents of pupils who persistently fail to arrive on time without valid reason whilst keeping the Principal informed. If the parents do not have any valid reason for the child's persistent lateness the Academy Education Welfare Officer will consult with the SEWO.

6. Attendance monitoring

The education welfare officer monitors pupil absence on a weekly basis, as does the Care Team.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Parents are expected to call the school each day a child is ill unless agreed otherwise. E.g. long term illness.

If a pupil's absence goes beyond three days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer.

The persistence absence threshold is 10%. This means that if a pupils overall attendance is equal to or less than 90%, then the pupil will be classed as a persistent absentee.

Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any child whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention will be via:

- An action plan to improve attendance will be created which may involve an attendance panel meeting and referrals to other agencies alongside meetings between relevant Academy staff and parents/carers.
- Where parents/carers fail to co-operate with support and strategies provided by the Academy, further advice may be sought which could lead to legal sanctions being imposed.

Persistent Absence data is communicated to the relevant Local Authority via the School Census on a termly and annual basis.

Staff work in partnership with the local Police, PCSO's and services to support pupils and their families who have become persistent absentees.

Pupil-level absence data is 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. We compare our attendance data to the national average and share this with the Academy Improvement Committees.

The academy collects and stores its attendance data on a school management system – BROMCOM. The data is used for internal purposes such as tracking the attendance of individual pupils; or to identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support. Attendance data will be shared with the local authority if parents are to be issued with a penalty notice; or the child is classed as 'Looked After' (LAC) by the Local Authority.

7. Roles and responsibilities

7.1 The Board of Trustees

The Board of Trustees are responsible for monitoring attendance figures for the whole Trust on at least a termly basis. It also holds the Principals to account for the implementation of this policy.

The Academy Improvement Committees (AIC) monitor attendance for their academies on a termly basis via the Academy Profile.

7.2 The Principal and Senior Leaders, including the Academy Improvement Committee

- Will take the lead on raising the profile of attendance throughout the Academy, including improving attendance and reducing persistent absence.
- Will promote attendance through assemblies
- Will ensure that the Academy attendance policy is implemented and regularly reviewed.
- Will ensure the whole Academy ethos promotes excellence in attendance and punctuality.
- Report to the Enquire Learning Trust board of trustees
- Monitor the curriculum to develop ways of improving the provision of educational experience.
- Utilise attendance data to inform strategic planning

The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to members of the AIC.

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

7.3 The education welfare officer

Easterside Academy buys back attendance support from Education Welfare Ltd.

<https://educationwelfare.com/>

The education welfare officer:

- Will monitor absence and attendance regularly, by use of the weekly Cumulative Attendance report.
- Will discuss absence and attendance concerns with children and set targets for improvement.
- Will contact parents/carers where attendance concerns have been identified.
- Will support children to improve their attendance.
- Will work with other members of staff to share information and support children and their parents/carers to improve attendance
- Will complete the Cumulative Attendance report and issue to relevant staff on a weekly basis.
- Will identify absence trends or concerns and raise these with the appropriate members of staff.
- Will discuss attendance concerns with parents/carers and liaise with relevant members of staff.
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual children.
- Will provide data to the Principal, Senior Leaders and the Academy Council on a regular basis.

7.4 Class teachers

- Welcome and value the attendance of all children to lessons.
- Will ensure all children are accurately registered.
- Will ensure that children know the register is being taken.
- Will identify child absence to lessons and take appropriate action.
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.

7.5 Office/reception staff

- Will monitor registration on a daily basis.
- Will receive calls and messages from parents/carers regarding child absence.
- Will support the Safeguarding & Education welfare officer / Learning Manager in contacting parents/carers regarding child absence.

7.6 Academy Attendance Team

The Academy attendance team is made up of:

- Mrs D Linacre (Principal)

- Mrs R Pickersgill (EWO - Education Welfare Ltd)
- Miss T Sharp – Pupil Wellbeing Lead
- Mrs K Loughran – Office Manager
- Miss L Carter / Mrs J Brewster – Care Team

8. Monitoring arrangements

This policy will be reviewed every three years or early if required by the Director of Improvement and Effectiveness and the Principal . At every review, the policy will be shared with the Academy Improvement Committee.

9. Links with other policies

This policy is linked to our Safeguarding Policy.

Appendix 1: attendance codes

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day