



## Attendance Policy

**ENFIELD ACADEMY  
OF NEW WALTHAM**

# The Enquire Learning Trust

Approved by:	Trustees		
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**Contents**

1. Aims..... 3

2. Legislation and guidance ..... 4

3. School procedures..... 4

4. Authorised and unauthorised absence..... 6

5. Strategies for promoting attendance ..... 8

6. Attendance monitoring ..... 9

7. Roles and responsibilities ..... 9

8. Monitoring arrangements ..... 10

9. Links with other policies ..... 10

Appendix 1: attendance codes..... 11

**Version History**

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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 punctuality.
- 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.  
having a designated senior leader in the academy with overall responsibility for championing and improving attendance in school.
- 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 Enfield Academy of New Waltham:**

- 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.
- We will work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.
- **What Enfield Academy of New Waltham 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 Enfield Academy of New Waltham 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 if their child is unable to attend (before registration at 8.45 am where possible), including the reason for absence and child's class.
- Parents/carers should contact the Academy on each day of absence before morning 8.45 am to ensure accurate registers are kept.

## 2. Legislation and guidance

This policy meets the requirements of [Working together to improve school attendance](#) from the Department for Education (DfE) 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

At Enfield Academy of New Waltham, our senior leader for the strategic approach to attendance is Mrs Amanda Scott and she can be contacted by phone – 01472 321434.

### 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.

The school gates open at 8.35am ready for the school bell at 8.45am. Each class will open their doors as the bell goes and pupils are welcomed into school. The morning register is taken once the classroom door is shut. The afternoon register will be taken at 12.50pm for reception class; 1pm for Year 1 and 1.15pm for the rest of the school. The register remains open for 30 minutes after each session begins.

### 3.2 Unplanned absence

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

Parents/Carers should contact Enfield Academy by telephone (01472 321434) on the first and subsequent days of absence, as early as possible and no later than 9.10am. An audio message can be left on the Academy answerphone via the number above on 'option 1'.

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.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Evidence of medical appointments will be requested to enable the absence to be authorised.

However, we encourage parents/carers 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.

Parents should contact the school office in person or email [admin@enfieldacademy.co.uk](mailto:admin@enfieldacademy.co.uk) with the appointment letter/card or message so this can be attached to your child's record and arrangements can be made to collect the child.

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 after the register time will be marked as late, using the code - L.

A pupil who arrives after the register has closed, from 9.15am onwards, will be marked as absent, using the code - U.

The number of minutes late is recorded daily.

Repeated lateness is monitored and reported to parents/carers (if a child travels to school unaccompanied). Persistent lateness triggers a standard text and/or phone call from the Principal/ Attendance Champion (depending on analysis of reasons). If a family is deemed to have ongoing punctuality issues, the Principal/Attendance Champion will offer support and hold a discussion to elicit why there is a problem and how this can be overcome.

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.

### **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.

If the parent/carer of an absent child has not contacted the Academy, a standard text is sent from 9am, after registers are closed, as follows: "#NAME has not registered at school today, please contact the school immediately on 01472 321434 to update our records." If no contact is made by 9.15am, the Admin Officer contacts the parent/carer by phone directly, starting with children identified as vulnerable first.

If the phone is not answered, the Admin Officer phones every number identified on the contact list, until an explanation has been sought. If the list has been exhausted, with no information forthcoming, either the Principal or the EWO will undertake a home visit.

### 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.

### 3.6 Reporting to Parents/ Carers

Parents/Carers are able to view their children's attendance on a daily basis via the MCAS App. A written end-of-year report with information about each child's attendance is sent to all parents/carers. Children who are deemed to be persistent absentees are monitored closely and parents will be contacted regularly in a supportive role. Good attendance and punctuality is celebrated at Enfield Academy and parents/carers will be contacted to celebrate positive attendance.

## 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'.

'Exceptional circumstances' are not defined in the guidance document and it is therefore up to each Principal to decide what he/she considers to be exceptional. Principals are required to consider each application individually and make decisions based on the specific facts, circumstances and relevant context behind the request. 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 Principal's 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

Schools can fine parents/carers 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 £60.00 within 21 days, rising to £120.00 between 21 – 28 days. The payment must be made directly to the local authority. A penalty notice will be issued per parent, per child. For example, if there are 2 parents and 2 children, this will be a total of 4 penalty notices.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- 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

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Service. The EWO (Education Welfare Officer) will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these officers can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

**The school aims always to work with parents/carers and support them in ensuring their child has a good attendance record. Where attendance drops, parents will be notified as follows:**

- persistent lateness will trigger a standard message and/or phone call from the Principal/ Attendance Champion. Education Welfare will be informed.
- attendance at/below 95% will trigger a standard message and/or phone call from the Principal/Attendance Champion. Education Welfare will be informed.
- attendance at / below 90% will trigger a phone call from the Principal/ Attendance Champion and possibly an attendance meeting with the Principal to look at ways of improving the attendance. Education Welfare will be informed.

If absence is persistent or there is cause for concern, it is the school's duty to inform the EWO, who will make regular home visits.

Children have attendance at / below 95%	95% is a start for concern. A message is sent to parents/carers to inform and advise and/or phone call from the Principal or Attendance Champion (depending on an analysis of reasons given). Attendance is monitored for two weeks.
After 2 weeks of monitoring, attendance has still not improved, and/ or there are additional absences – Letter 1 is sent via email/Bromcom.	Letter 1 explains the reasons given for absence so far, and that this has led to an unacceptable attendance level (unless analysis of reasons given is authentic and evidenced).  This is the beginning of a second monitoring period of 2 weeks.

After 2 weeks of monitoring, attendance has improved.	A positive message is sent to parents/carers to inform them and no further action is taken.
Children have attendance at / below 90%.  Letter 2 via email/Bromcom is sent and Educational Welfare are informed.	If attendance has dropped below 90% your child is now classed as a persistent absentee. The letter states that unless there is a significant improvement, a meeting will be held in school to form an attendance action plan (unless an analysis of reasons given is authentic and evidenced).  This is the beginning of a monitoring period of 2 weeks.
First attendance meeting.	If attendance remains below 90%, a meeting is called with the Principal/ Attendance Champion (and possibly EWO). At this meeting, targets are set and an attendance action plan is formed with the family.  If the family do not attend, the plan will be made by the Academy/EWO and sent home.
Letter to state that sickness must be evidenced.	If a child has attendance below 90% due to an unusual amount of sickness, this letter/ email makes it clear that the absences will be marked as unauthorised absences unless there is a form of medical evidence. This could be medicine prescribed, a note from the doctor or appointment card.
Second attendance meeting – with Educational Welfare.	If attendance is still below 90% after the attendance action plan, this meeting is held to make clear what the next steps are, and what letters will be issued after the meeting.
First legal warning letter sent via Educational Welfare.	This letter states that there are serious concerns regarding the child's attendance, and that, unless there is significant improvement the case will be referred to the magistrate for prosecution. <b>This begins the final monitoring period.</b>
Final Legal Letter sent via Educational Welfare.	This letter states that the school has referred the attendance case to the local authority, and that there is to be an intent to prosecute.
Court Date	A court date is set. Evidence is filed, and a magistrate makes a decision. At this point, parents are able to present any mitigating circumstances – Including any relevant medical evidence.  All parties are informed of the court decision.

## 5. Strategies for promoting attendance

The majority of pupils at Enfield Academy of New Waltham have a good attendance record. This is underpinned by our vision that every child has the right to 'soar to success' and so needs to be in school each and every day.

To reward excellent attendance, the class each week with the best attendance is announced in a weekly assembly and the class name is displayed on the special Attendance Board. The class is awarded a session of 'choosing' – this may be an extra break, free time playing games etc, at the discretion of the class teacher.

Children who have 100% attendance	At the end of each academic term, every child with 100% attendance receives a certificate in a special assembly. At the end of the academic year, every child with 100% attendance for the whole school year also receives a medal.
Children who have attendance above 96%	Children contribute to the weekly attendance award for their class – which leads to special events and weekly rewards.



## 6. Attendance Monitoring

The Attendance Champion monitors pupil absence on a daily basis (where individual concerns persist) and the whole school on a weekly basis. Children who are deemed to be at risk of becoming a persistent absentee (based on the previous year's attendance record and/or current record) are monitored daily.

Parents are expected to call the academy in the morning, before 9am if their child is going to be absent due to ill health (see section 3.2).

Parents/Carers are expected to call the academy each day a child is ill.

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

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

The persistent absence threshold is 90%. If a pupil's individual overall absence rate is greater than or equal to 90%, the pupil will be classified 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 other schools, local authorities and other partners such as the local Police, PCSOs and the EWS 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.

Enfield Academy collects and stores attendance data through an electronic management system, Bromcom. Daily and weekly absence reports are generated and shared with the Principal. Reports are also generated for specific groups of pupils, such as persistent absentees, SEN children and vulnerable children to evaluate any emerging trends, so that support can be offered in good time.

## 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 Attendance Champion**

The Attendance Champion:

- 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 & Attendance Champion in contacting parents/carers regarding child absence.

For more detailed information on attendance please contact Ms Jo Donaldson (Academy Business Manager) who is our Attendance Champion – 01472 321434.

## **8. Monitoring arrangements**

This policy will be reviewed every three years or earlier 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 and Exclusion 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
<b>Authorised absence</b>		
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

<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day

