



ATTENDANCE - PUPIL POLICY

Committee/Person Responsible for Policy:	Pupil & Curriculum Governors Headteacher
Date Approved by Governing Body:	5 th January 2026
Next Review Due:	January 2029

This policy has been authorised by the Governors of Foxwood Academy and is addressed to all members of staff and volunteers and is available to all parent/carers on request. It is also published on the Academy website.

Introduction

It is the right of every student to receive a full-time education.

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education.

For a child to reach their full educational potential, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parent/carers the importance of regular and punctual attendance.

Absence disturbs the continuity of the curriculum. It affects social relationships, success, fulfilment and preparation for life beyond the Academy. Absence from the Academy causes difficulties for teachers who have to respond by providing individual programs of work, which whilst supporting continuity are no substitute for attendance at the Academy.

The DfE released in September 2022 non-statutory guidance to support improving attendance and this is adopted at Foxwood.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

The government expects:

Schools, Parent/Carers and Local authorities to:

- Promote good attendance and reduce absence, including persistent absence, which includes all children with an attendance less than 90%
- Ensure every pupil has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence
- Parent/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons

In considering the above, Foxwood Academy have adopted and implemented a traffic light monitoring system for attendance (see appendix 1) and a robust 'Attendance Flowchart' System (see appendix 2). All absence from the Academy will be subject to these systems and the attendance policy.

1. The Law

The law that governs school attendance and the duties that govern school attendance and explains how they apply to local authorities', head teachers, school staff, governing bodies, pupils and parent/carers.

These requirements are contained in:

- The Education Act 1996 - sections 434 (1)(3)(4)&(6) and 458(4)&(5)
- 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

In brief, parent/carers have a duty to ensure that children of compulsory school age receive "efficient full-time education" which is suitable for their "age, ability, aptitude" and "special needs."

Leave of Absence and Holidays

Under education law parent/carers may request a leave of absence for pupils from The Academy. However, the education regulations 2013, makes it clear that head teachers may not grant leave of absence during term time unless exceptional circumstances exist. A clear, written justification for these occasions should be provided by the parent/carer along with the reasons why the absence needs to take place in term time and over the time requested. (*DFE Schools Attendance, Guidance for Maintained Schools, Academies, Independent Schools and LA's, November 2016*)

Term times are for education. This is priority. Children have 175 days off school to spend time with their families and for family holidays, celebrating birthdays, visiting family members, traveling to an event, etc. These are not considered exceptional circumstances and as such will not be an authorized absence.

Every application will be considered individually, and the decision to authorize absence is at the head teachers discretion based on their assessment of the situation.

If the leave of absence is not authorized, it will be marked on the attendance register as unauthorized absence and will be dealt with in line with our systems and policy.

Warning Letters and Penalty Notice Fines may be issued as follows:

2. Persistent Absence

Once a child has reached 3 days (6 sessions) unauthorised absence over a 6-week rolling period, the school can issue or ask the Local Authority to issue a warning letter. The letter will make it clear that any further absence may result in the issuing of a Penalty Notice to each parent/carer for each child to whom persistent absence applies.

If the unauthorised absence persists and then rises to 5 days (10 sessions) over a 6-week rolling period then the school can issue or ask the Local Authority to issue Penalty Notices to each parent/carer for each child to whom persistent absence applies.

3. Holidays During School Term Time

If the school has evidence that a parent/carer has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6sessions) in total over a 6-week rolling period, then the school can issue or request the Local Authority to issue Penalty Notices to each parent/carer for each child to whom unauthorised absence applies.

4. Medical Appointments and Operations

Where a request for authorized absence is made on medical grounds for students to attend non-routine appointments the Academy will request that parent/carers provide written conformation before the authorization is confirmed. It is also requested that every effort is made that the students only misses the AM or the PM session from school where possible. Every effort must be made by the parent/carer to bring the student back into school after the appointment. It is also preferred that appointments for medical reasons are made at the beginning or the end of the school day, where possible, to limit the time absent from school.

5. Procedures

6.

School starts at 8.50am. All children must be in school at this time.

Registers are to be completed by **teachers** during morning registration 9.00 – 9.15 a.m. and in the afternoon between 1.05 p.m. and 1.10 p.m. THIS IS A LEGAL REQUIREMENT.

Parent/carers are required to notify the Academy of any absence by phone before 9.00am, on the first day of absence. An answer phone service is available to leave a message on if the Academy is not open. A reason must be provided for the absence, for example, he/she is poorly will not be accepted as a reason and a return phone call to the parent/carers will be made to determine the reason for the absence by the receptionist. This information will be input on the student's attendance register on the schools MIS with the reason for the absence detailed.

1. If a student is not present in registration (after 9.15am) and where no authorised reason for their absence has been provided they are to be marked as "N" and are required to go to the Academy reception office on arrival to notify school of their arrival.

2. A late mark, (L) is recorded in the register for any student arriving on site between 9.15am and 9.30am. After 9.30am, and if no authorised reason for being late has been provided, the U code (unauthorized absence) will be recorded on the register for that session.

3. The Receptionist will phone every absentee where no contact has been made by the parent/carers, before 10:00am on the same day (it is essential to check whether the child is actually in the Academy.) A record of the conversation will be recorded on the student's attendance record on the schools MIS.

4. Where there is no response to the phone call, further phone calls will be made or a home visit carried out by the Phase Leader, Head of Care or DSL. If no contact can be made with parent/carer, or other contacts for the child that the school has, a member of SLT will be informed.

5. If a student is well enough to attend school but has not arrived at the Academy, the Phase Leader or Receptionist will make a phone call home to the parent/carer to offer support. Where possible, a member of staff will go out to the home and bring the student into school to support the child and their family. This will be recorded and closely monitored.

6. Where students are educated off-site for part of their week their attendance will be monitored on a daily basis by the receptionist. Please refer to the procedure as detailed below.

7. A weekly report will be generated by the Academy's MIS and sent to Tutors and Phase Leaders. All students' attendance will be scrutinized so that any patterns of absence or unusual absence is identified and early intervention and support, if where required, can be offered to the parent/carers.

8. Every four weeks Phase Leaders will share attendance data, concerns and actions taken with SLT.

9. At the end of every Half Term, an attendance report is sent out to all parent/carers informing them of their child/children's attendance percentage.

10. Tutors and Phase Leaders will refer to the 'Attendance Flowchart' to ensure that actions are taken at each step of declining attendance to support and work with families.

11. Information around the importance of attendance will be communicated regularly to parent/carers via the SWAY newsletter that Phase Leaders send out.

All attendance related correspondence and action is detailed on the schools MIS under Attendance correspondence.

Any written notes in children's planner, concerning absence or medical appointments, must be transferred onto the schools MIS attendance register by the class teacher.

Copies of attendance letters that are sent home where there is a concern over declining attendance, will be added to Provision Map by Phase Leaders.

7. Procedures – Off Site Provision – Students accessing provision independently

Students attending provision off site for either half or full days. Arrangements for attendance are as follows;

1. Students travel to college/off site provision independently.
2. Register taken at college/off site provider.
3. Students who attend off site provision are normally taken to the destination by The Academy staff. However, in a small number of cases students make their own way to the college and this is where monitoring of attendance is of paramount importance. The receptionist will

make contact with the College/off site provider between 9.30 and 10.00 a.m. to check that students have arrived safely. The receptionist then indicates on the Academy register whether the student has arrived or is not in attendance. If students are not in attendance the receptionist will call parent/carers to check the reason for absence recording the outcome of the conversation on the schools MIS and amending the register accordingly. Where a parent/carers cannot be contacted the receptionist will notify the Attendance Officer, who will follow this up immediately to determine the student's whereabouts. If the student cannot be located and no contact can be made with parent/carers or other contacts on the student's school file, a member of SLT will be notified.

NOTE: Parent/carers inform The Academy and college/off site provider before 9.00 a.m. if student is ill or will not be attending college/off site provision.

Registers of attendance for colleges and other off-site provision, registers are forwarded weekly to the school.

8. Procedures – Off Site Provision – Students accessing provision with staff support

1. Staff responsible for supervision whilst off site take register of all students prior to departure (sign out leaving white copy in signing out book.)
2. Supervise students directly whilst off site, escort to transport and return to The Academy site as one group (sign in and return white and pink register to Off Site Register File.)

9. Rewards System

The Academy recognizes that students should be praised for their attendance. There are rewards put in place to positively encourage outstanding attendance and this is achieved in the following way;

An award system is in place to recognize each child's attendance at the end of every term. Certificates are given to the children in assembly and parent/carers are informed of their achievement.

10. Emotionally-Based School Avoidance (EBSA)

The 2022 Attendance Audit from the Children's Commissioner found that in Autumn 2021, 1 in 4 children were persistently absent. In 2018/2019, this figure was 1 in 9 – meaning that persistent absence has more than doubled in this time period.

Emotionally-based school avoidance is a term referring to reduced or nonattendance at school by a child or young person. Rather than the term 'school refusal', the term EBSA recognizes that this avoidance has its root in emotional, mental health or wellbeing issues. The Attendance Flowchart will help to identify children who are classed as EBSA and will closely work with external agencies and the Head of Wellbeing to support these children and their families to help get them into school and improve their attendance.

<https://www.annafreud.org/schools-and-colleges/resources/addressing-emotionally-based-school-avoidance/>

Appendix 1

Attendance Percentage RAG Rating.
100% - 95%
94% - 90%
Below 90%

Appendix 2

[Attendance Flowchart](#)

Appendix 3

[Attendance Letter of Concern](#)

Appendix 4

[Attendance Support Plan](#)