



# Attendance Policy

<b>LAST REVIEW NEXT</b>	<b>September 2023</b>	<b>REVIEW PERIOD</b>	<b>Annually</b>
<b>NEXT REVIEW DATE</b>	<b>September 2024</b>	<b>TYPE OF POLICY</b>	<b>Non-Statutory</b>

This policy was reviewed and ratified by Academy Council.

Date of ratification: 18<sup>th</sup> October 2023

Signature: 

Print name: Mr Michael Gray – Chair of Academy Council

## Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the department of 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: Part 6 of the Education Act 1996, Part 3 of the Education Act 2002, Part 7 of the Education and Inspections Act 2006, The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments), 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.

## Policy Objectives:

- To safeguard the welfare, health, social and emotional development of children
- To reduce persistent/severe absence
- To promote commitment to education and achievement
- To maximise the potential of every individual pupil
- Ensure robust systems are in place to monitor and manage attendance and punctuality throughout the Academy

We believe: Every pupil matters and has a fundamental right to be educated.

- Good attendance and punctuality are key to personal development, progression, learning and achievement.
- Parent/carers have a duty to ensure and encourage maximum attendance and punctual arrival at school and lessons.
- Teachers and Support Staff have a duty to monitor and encourage maximum attendance and punctual arrival at school and lessons.
- Teachers and Support Staff have a duty to record accurately and fully each pupil's attendance.
- Teachers and support staff should encourage maximum attendance of both the individual and the class.
- The Form Tutor and Form TAs have a duty have a duty to monitor the attendance of both individuals and the class.
- All staff and the Attendance Advisory Service will support maximum attendance and punctuality.
- We will praise & reward full & improved attendance & punctuality

## Attendance Expectations

Your child must receive full-time education. As a parent, you are responsible for making sure this happens. Irregular attendance will undermine your child's education. Statistics show that children who miss school can become victims of crime and some are drawn into anti-social behaviour. A low attendance rate will slow down your child's educational progress and affect their learning abilities.

At Inspire Academy we expect our whole school attendance to remain above 96% which exceeds the national average (taken from the national statistics for pupil absence for schools in England 2018-2019 – published by the DFE 26<sup>TH</sup> March 2020).

[Pupil absence in schools in England: 2018 to 2019 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/pupil-absence-in-schools-in-england-2018-to-2019)

## Parent/ Carer Responsibilities

- Parents/carers MUST telephone school on the first day of absence & subsequent days thereafter.
- If an absence is longer than three days, then medical evidence must be provided

## Academy times and procedures

1. Pupils must register between 8.50am and 9am in their Form. Failure to do so will result in an 'L' (Late) mark being recorded. AM registration will close at 9.20am, any pupil arriving after this time will be marked "U" (unauthorised).
2. PM registration opens at 12:00pm and closes at 12.30pm, any pupil arriving after this time will be marked "U" (unauthorised).
3. If a pupil has not been registered in form, the Welfare Department are responsible for contacting parents & carers to ascertain the reason for absence, record the reason on registers & the Form Tutor to do follow up call if necessary.
4. Form tutors are responsible for registering pupils correctly using the appropriate code during registration.
5. The Academy will issue a medical evidence letter to parent/carers, when a child has had 3 days of unauthorised absence, which could be consecutive or individual. If further unauthorised absences occur, parent/carers may be invited in to the Academy for an attendance clinic with the Welfare team and the Attendance Advisory Practitioner (AAP), after consultation with Mr. Mark Burgiss (Head of Academy / Attendance Lead).
6. The Attendance Advisory Service (AAS) are the enforcement agency and work with the Welfare Department to improve attendance via scheduled weekly meetings. Referrals are made to AASSA in the following circumstances;
  - If there are 10 sessions of unauthorised absence within a 6 week period
  - If there appears to be a pattern of non-attendance, e.g. every Monday or regular two-day absence

<b>MEDICAL EVIDENCE REQUIRED</b>	<b>SCHOOL ATTENDANCE CONCERNS MEETING</b>	<b>REFERRAL TO ATTENDANCE ADVISORY SERVICE</b>	<b>ATTENDANCE ADVISORY SERVICE INTERVENTION</b>	<b>POSSIBLE COURT PROCEEDINGS UNDER SECTION S4441/S4441A</b>
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7. The Leadership Group is responsible for supporting Form Tutors in ensuring full attendance and good punctuality and evaluating the effectiveness of systems and the policy.

8. Form Tutors and Welfare Officers are responsible for meeting with parents, Parents/Carers who have issues with attendance, non-attendeers and where necessary make home visits etc.

### **Authorised Absence**

Only the Head of Academy can authorise an absence. They are not obliged to accept your explanation. Absence may be authorised for various reasons e.g. sickness, a one-off event, or a family bereavement.

### **Unauthorised Absence**

Absences will not be authorised if:

- Another member of the family is ill.
- The family have overslept or had a late night.
- There are problems with school uniform.
- You have forgotten school dates.
- Your child attends a medical/dental appointment for more than half a day without written proof.
- There is an annual family event such as a birthday.
- You take your child shopping.
- The weather is bad (unless the school have notified you of any closures).
- Your child's attendance is below 90%

Should a pupil accumulate ten unauthorised sessions within six school weeks, our school's Attendance Advisory Practitioner will be informed and a Penalty Notice may be sent to each Parent/Carer. This letter will remind them of their legal responsibility to ensure their child's regular attendance at school. Should a pupils' attendance continue to be of concern, a Penalty Notice may be issued to each parent, resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the fine may result in a court prosecution for their child's non-attendance.

### **Term-Time Holidays**

Please be aware that since the change of regulations Sept 2013, the law regarding term time pupil absences has changed. The new regulations state that "Head teachers will not grant any leave of absence during term-time unless there are "exceptional circumstances".

Therefore, any requests for term-time holidays may not be authorised and any such absences may be referred to the AAP and a Penalty Notice may be sent to each Parent/Carer. A Penalty Notice may be issued to each parent, resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the fine will result in a court prosecution for their child's non-attendance.

The application for term-time absence/holiday, must be made in advance in writing to the Head of Academy, stipulating the dates and number of days. The Head of Academy must be satisfied that there are exceptional circumstances which warrant the leave.

### **Reduced Timetables**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in the pupil's best interests, there may be a need for a temporary reduced timetable to meet their individual needs.

A reduced timetable will be reviewed weekly involving parents/carers, overseen by the Teaching and Learning Lead with support for the Welfare Team at the Academy. Parents/Carers will complete all relevant paperwork which supports the timetable.

### **Frequent/Persistent Absence Procedure's**

Daily monitoring of the registers and analysis of data will be made by the Welfare officer for attendance, to identify pupils with a pattern of absences that may lead to Persistent absence (PA) and Severe Absence. The Welfare officer for Attendance will be responsible for putting in place actions for each pupil of concern. Initially the Academy will try to resolve the problem with parents/carers and this may involve requesting medical evidence in order for the Academy to authorise any further absences due to ill health and/or an attendance clinic with the Attendance Advisory Service and relevant staff and/or outside professionals.

Examples of Medical evidence are as follows:

Hospital discharge letter

Note from GP or Copy of appointment card from your GP

Copy of prescription or medication label

Note from pharmacist

Note from other healthcare professional

### **If a child has left Inspire Academy with no forwarding school or academy:**

Referral to the AASSA from school/academy with as much information about the child as known by the school/academy or other referrer;

AAP makes enquiries, including a home visit. Council tax/benefit systems checked;

Enquiries made of partners and other agencies including Children's Social Care and partner agencies with responsibility for housing to establish any additional risks to young person;

AAP to check that the school have uploaded information to CTF, Common Transfer File, lost pupil database, school2school website

### **Monitoring and evaluation**

The Leadership Group will monitor the effectiveness of the policy.