

Attendance Policy

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Approving Body	Headteacher
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Revisions Log

Date	Pages/Whole Document	Description of Change	Origin of Change (e.g. Routine Update, request for Review)
July 2024	7/8	Addition of Appendix	
July 2024	5	Change to Leave for Exceptional Circumstances (and penalty notice)	Previously Leave of Absence
July 2024	6	Addition of Attendance Officer	Removal of EWM
July 2024	6	Addition of Linked Documents	

LEGISLATION

Section 7 of the Education Act 1996 states that “The parent of every child of compulsory school age shall cause him/her to receive efficient full time education either by regular attendance at school or otherwise”.

Section 444 (1) of the Education Act 1996 states that “if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence”. Therefore regular and punctual attendance at school is a legal requirement, as well as being essential to enable students to maximise their educational attainments and opportunities.

Section 576 of the Education Act 1996 - For the purposes of Education Law the definition ‘parental responsibility’ lies with whomever the child resides. This could be one parent, both parents and/or carer/s.

Introduction

The schools recognise the link between attendance, academic qualifications gained, life choices and future prosperity. We aim to ensure the highest levels of attendance and punctuality, in order that all students can take full advantage of the education provided to achieve and exceed their own potential. Irregular attendance undermines these opportunities and may place students at risk.

Purpose

- To promote good attendance and punctuality through a clear framework of expectations in terms of attendance that is accepted by parents/carers, students, staff and Governors.
- To engage the support of parents/carers in ensuring that their children attend school regularly and that they arrive punctually.
- To keep good electronic records of attendance through school registers and to take prompt action to follow up absences.
- To investigate and act immediately where unauthorised absence is confirmed or suspected.
- To monitor closely students with attendance and punctuality issues and to work with parents/carers and where appropriate, other agencies to bring about improvement
- To recognise and reward good attendance

Procedure

Students are expected to attend school for the full 190 days of the academic year, unless there is good reason for the absence.

Registers provide the daily record of attendance of all students. They are legal documents that have to be marked twice daily. The register may be required in a Court of Law, for example as evidence in prosecutions for non-attendance. The register should be marked using the codes as advised by the DfE. One school day is marked as two sessions - a.m. and p.m.

The attendance register is taken at the start of the first session of each school day and once during the second session (start of Period 4). On each occasion we must record whether every student is present, attending an approved educational activity, absent or unable to attend due to other exceptional circumstances.

First Day Contact

It is the parent/carer's responsibility to inform school of the reason for a student's absence as soon as possible, through the absence hotline and on every day of absence thereafter.

If no contact is received from parent/carer on their child's first day of absence the school will contact home by telephone. If there is no reply then we will leave a voice mail and send an email. On the second day of any absence the school will again attempt to make contact and the Head of Year will be notified.

Coding of Absence

Although it is the parent/carer's responsibility to notify school of any absence it is at the schools discretion how this absence is coded in relation to authorised or unauthorised absence.

Please see Appendix A for the full list of absence codes.

Unauthorised Absence – Fixed Penalty Notices

Parents/carers should be aware that the school may contact the Local Authority if a pupil has 10 or more unauthorised absences in any one term, with a view to issuing a Fixed Penalty Notice. The Penalty Notice is issued individually to each parent/carer who fails to ensure their children's regular attendance at school. Please see Appendix B for the Penalty Notices as outlined by Cheshire East.

Lateness and Punctuality

Registers are taken at 8.45am and during Period 4. Any student arriving during morning registration but before registers close (9.30am) will be coded as an 'L'.

Students who arrive after the close of registers will be coded using a 'U'. This code acts as an unauthorised absence.

Leave For Exceptional Circumstances

In line with the amendments made in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, Head Teachers may not grant any leave during term time unless there are exceptional circumstances.

Any parent/carer wishing to request Leave for Exceptional Circumstances for their son/daughter should complete a form ([Absence | Knutsford Academy](#)) and return it to the school as directed as soon as possible.

It should be noted that any Leave for Exceptional Circumstances not granted by the school will be liable to the Penalty Notices as outlined in Appendix B.

Promoting Good Attendance & Punctuality

We believe students who achieve good attendance should be recognised and rewarded. This serves two purposes:

- It provides students with positive reinforcement
- It provides other students with motivation to improve their attendance and it recognises that good regular attendance is an achievement in itself.

The Head of Year will take responsibility for arranging celebration/praise assemblies for attendance on a termly basis. The positive message of the value of regular attendance is always to the forefront of assemblies and meetings with parents/carers. At the end of each term letters will be sent to parents/carers of students who achieved 100% attendance over the course of the term.

Strategies to address Poor Attendance

The attendance of all our students is monitored regularly. If there are concerns regarding attendance parent/carers will be notified by letter.

If attendance does not improve then it is likely that parents/carers will be invited for a meeting to discuss the poor attendance/punctuality with a view to resolving the situation. After this a review meeting will be arranged to look for any improvement.

At the end of that time, if the attendance has not improved and there are unauthorised absences, it is likely that the parent/carer will be sent a Formal Warning Letter (in line with Local Authority requirements).

Should the attendance still not improve and further unauthorised absences occur, details will be passed to the Local Authority who may decide to process a Penalty Notice (see Appendix B).

Those students who have attendance of 90% and below are categorised as 'Persistent Absence' students (P.A.). We will be actively targeting this cohort of students during this academic year and may suggest appropriate interventions/support to raise the attendance of these students.

Long Term Absence

The school Attendance Officer will take responsibility for supporting students with long term absence. They will, if appropriate complete a Medical Needs application to access appropriate support and if necessary, home tuition for the student. Heads of Year will liaise on a regular basis with Attendance Officer to promote the achievement and reintegration of students with long term absence.

What Parents/Helpers can do to help

- Let school know as soon as a student is absent
- Send in a note when the student returns to school
- Try to avoid making appointments during term time or normal school hours. If appointments are unavoidable then the child should still attend school around the appointment
- Do not allow the student to stay off school unless it is unavoidable

What parents can do if they are worried about their child's attendance

- Talk to your child, it may be a simple reason
- Talk to the student's Form Tutor
- Talk to the student's Head of Year
- Request a meeting with the Attendance Officer working at Knutsford Academy

Monitoring, Evaluating and Review the Policy

This policy is monitored as a matter of course by those responsible for its day-to-day operation. Attendance data and trends are analysed regularly to identify trends and patterns and initiate appropriate responses.

Links with other Policies

This policy should not be viewed in isolation and should only be viewed alongside the following policies :

- Behaviour Policy
- Safeguarding Policy

Appendix A : Attendance Codes September 2024

/\	Present at the school
A	
B	Attending any other approved educational activity
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school
E	Suspended or permanently excluded and no alternative provision made
F	Unused
G	Holiday not granted by the school
H	Unused
I	Illness
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending education provision arranged by the local authority
L	Late arrival before the register is closed
M	Leave of absence for the purpose of attending a medical or dental appointment
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend the school because of a lack of access arrangements
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
U	Arrived in school after registration closed
V	Attending an educational visit or trip
W	Attending work experience
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on admission register
#	Planned whole school closure

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

Appendix B : Penalty Notices (Cheshire East)

Penalty Notices will be issued for

Term time leave: Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

10 Sessions of Unauthorised absence in a rolling 10 week period: A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a

Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.