



Rye Community Primary School Policy

Policy Title:	Attendance
Leadership Responsibility:	Head of School
Review Body:	Executive Headteacher
Date:	July 2020
Review:	July 2021

This policy has been amended following the impact of a critical incident being the COVID-19 Pandemic. The amendments are detailed in the appendix to this policy entitled COVID-19.

Context

The aim of this Attendance Policy is to enable the Aquinas Church of England Education Trust (the Trust) and Rye Community Primary School (the Academy) to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance is key to steady progress and enjoyment of learning, and for this reason the Academy is dedicated to ensuring its attendance policy is adhered to as much as is possible.

The Academy takes a holistic approach to maintaining excellent attendance and it is the joint responsibility of parents and families, students and all staff members to ensure that students are attending the Academy as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

This policy should be read in conjunction with the following Trust and Academy policies:

- Academy Accessibility Plan;
- Academy Behaviour Management Policy;
- Academy Child Protection Policy;
- Academy Prevention of Bullying Policy;
- Trust Equality Policy;
- Trust Safeguarding Policy;
- Trust Special Educational Needs and Disability Policy.

Legal Framework

Section 7 of the Education Act 1996 states that:

The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable —

- a) To their age, ability and aptitude, and
- b) To any special educational needs they may have, either by regular attendance at school or otherwise.

The 'otherwise' includes home education. Children must remain in full-time education for as long as they are of compulsory school age.

A person begins to be of compulsory school age —



- a) When they attain the age of five, if they attain that age on a prescribed day, and
- b) Otherwise at the beginning of the prescribed day next following their attaining that age.

Prescribed days are 31 August, 31 December and 31 March.

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- a) If they attain the age of 16 after that day but before the beginning of the school year next following,
- b) If they attain that age on that day, or
- c) (Unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

From September 2015 Section 2 of the Education and Skills Act 2008 requires a young person to continue in education or training until their 18 birthday.

The Education (Pupil Registration) Regulations make provisions for the necessity of admission registers and attendance registers of students as well as the granting of leave of absence for pupils. There is no entitlement for pupils to be granted leave of absence for holidays during term time, only the Head of School or those authorised by the Head of School can do this. Schools may authorise any absence but inappropriate use can be just as damaging to a child's education as unauthorised absence.

The Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance policy accordingly.

Further information can be found in 'DFE: School Attendance: Guidance for Schools'.

www.gov.uk/government/publications/school-attendance

Objectives

The aims of this policy are to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality;
- Encourage pupils to attend school regularly and therefore take full advantage of the educational opportunities available;
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the academy;
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education;
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence;
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued as well as support the growth in pupil of a sense of their own responsibility for attendance;
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance;
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.



This policy is the responsibility of the Executive Headteacher to review and approve. The Head of School is jointly responsible with the Executive Headteacher for the implementation of this policy.

Key roles and responsibilities

The following key roles and responsibilities are part of our approach to promoting and maintaining high attendance.

Headteacher

The Headteacher will:

- Ensure that the importance of attendance is made clear by promoting the relevant policies and guidance directed at parents and staff;
- Annually review the Attendance Policy and ensure that all provisions are in place to allow staff, parents and families and pupils to implement the policy effectively;
- Ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents and families, pupils and staff;
- Report on attendance percentages to the Trust on a half termly basis;
- Work out appropriate and accurate annual attendance numbers and future attendance targets, and submit these to the county council within an agreed timescale each year;
- Monitor the implementation of the policy and review attendance with the Academy's senior leadership team in order to achieve and maintain the Trust's annual attendance targets;
- Ensure that the Academy is implementing effective means of recording attendance and organising that data, including for pupils who are educated off-site;
- Ensure that staff at the Academy are clear on how to analyse attendance data and how to communicate the findings effectively to parents and families and staff;
- Use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future.

Senior Leadership Team

The senior leadership team will:

- Be active in their approach to promoting good attendance to pupils and their parents and families, which includes forming positive relationships with families;
- Ensure that teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement;
- Monitor the implementation of the attendance policy and its effectiveness and take the necessary remedial step to improve pupil attendance;
- Ensure that all relevant staff are up to date with the attendance policy, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues;
- Ensure that legislation and government guidance on attendance is complied with and that the Academy's senior leadership team are conversant with the legislation and any changes;
- Nominate a member of the senior leadership team to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this role;
- Submit periodic reports to the Trust on attendance records, data and provision;



- Ensure that systems to record and report attendance data are in place and working effectively;
- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend;
- Document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

Teachers and Pupil Support

Teachers and support staff will:

- Be active in their approach to promoting good attendance to pupils and their parents and families, which includes forming positive relationships with families;
- Ensure that teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement;
- Ensure that they are fully aware and up to date with the attendance policy, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue;
- Ensure that they are following the correct systems for recording attendance and that attendance is taken daily;
- Contribute to strategy meetings and interventions where they are needed;
- Work with external agencies to support pupils and their families who are struggling with regular attendance.

Parents and Families

We request that parents and families:

- Engage with their children's education – support their learning and take an interest in what they have been doing in the academy;
- Promote the value of good education and the importance of regular attendance at home. Speak to their teacher or another member of staff if they are experiencing difficulties at the Academy or at home which may impact on their attendance.
- Encourage and support their children's aspirations;
- Be aware of the Academy's attendance policy and follow the set procedures for reporting the absence of their child from the Academy and late arrival late;
- Provide a note of explanation from their parents or carers to explain an absence that has happened or is foreseen;
- Do everything they can to prevent unnecessary absences, such as making medical and dental appointments outside school hours;
- Use the Academy as a support when they or their child are having difficulties, and work to form a positive relationship with the Academy so that there is easy communication when a problem arises;
- Keep the Academy informed of any circumstances which may affect their child's attendance;
- Enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the Academy day becomes part of that routine. It is vital that the child receives the same message at home as they do at the Academy about the importance of attendance;



- Do not take their children out of the Academy for holidays during term time. If parents and families would like to make a special request for this, they may do so to the Head of School, (see section 5.5).
- **ALL REQUESTS FOR HOLIDAY DURING TERM TIME WILL BE REFUSED BY THE HEAD OF SCHOOL. ANY REQUESTS FOR ABSENCE SHOULD BE IN 'EXCEPTIONAL' CIRCUMSTANCES.**
- Sign and comply with our Home-School Agreement.

LEGAL WARNING

"IF THE REQUEST IS UNAUTHORISED THE EDUCATION SUPPORT, BEHAVIOUR AND ATTENDANCE SERVICE WILL BE NOTIFIED OF THE ABSENCE AND A PENALTY NOTICE MAY BE ISSUED. A PENALTY NOTICE IS ISSUED TO EACH PARENT FOR EACH CHILD TAKEN OUT OF SCHOOL AND THAT THIS IS A FINE OF £60 WHICH INCREASES TO £120 IF NOT PAID WITHIN THE TIME LIMIT. IF IT IS NOT PAID, THIS WILL RESULT IN LEGAL ACTION."

Definitions of Pupil Absence

This is not an exhaustive list. Absence from school is defined as either:

- Arrival at the Academy after the register has closed;
- Not attending the Academy for any reason.

Every half-day of absence must be classified by the Academy as either AUTHORISED or UNAUTHORISED. Therefore, information about the cause of each absence is always required, preferably in writing. **Only the Academy may authorise any pupil absence.**

The Academy defines **authorised absence** as mornings or afternoons away from school for a reason such as:

- An absence for a genuine illness or reason;
- Medical or dental appointments which unavoidably fall during school time;
- Religious or cultural observances;
- An absence due to a family emergency;
- The pupil could not attend due to an unavoidable circumstance.

The Academy defines **unauthorised absence** as:

- Parents and families keeping children off school unnecessarily or without reason;
- Truancy before or during the school day;
- Absences which have not been properly explained;
- Arrival at the Academy after the register has closed;
- Shopping, looking after other children or birthdays;
- Day trips and holidays in term time which have not been authorised;
- Leaving the Academy for no reason during the day;
- Parental withdrawal from the Academy without the consent of the headteacher e.g. inclement weather when Severe Weather Policy is not active.

Please note: Penalty notices can be used if a pupil is absent from the Academy without permission or good reason and if the absence is unauthorised by the Academy. In all cases during an attendance support meeting a warning letter will first be issued. Following the warning letter, if a



pupil has ten unauthorised sessions of absence (5 school days), within ten school weeks, a penalty notice will be issued.

The Academy defines 'persistent absence' (PA) as:

- Missing 10 per cent (10%) or more of schooling across the year **for whatever reason.**

Categories of Absence & Procedure for Reporting Absence

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the Academy. Parents and families cannot authorise absences.

Colleagues will make it clear on the register when taking attendance whether a child's absence is authorised or unauthorised. Where colleagues have any concerns regarding absences they will follow the Academy's procedures.

If a child will be absent from school without prior permission, it is the parent or carers responsibility to:

- Contact the school before 8.30am on the first day of absence, either via the 24 hour absence line on 01797 222825 or visit our website www.ryeprimary.co.uk and follow the link for absence reporting;
- Leave your child's name, registration group and reason for absence;
- Keep the school informed if your child is absent for more than one day. You will need to update us daily regarding your child's absence and the date they are expected to return;
- Absences should be followed up with a written note from the parent of the pupil and /or medical evidence.

What parents should do if they are concerned about their child's attendance:

- Talk to their child to find out what the problem may be;
- Talk to their child's teacher, the Academy's attendance officer, reception staff or the Head of School.

Illness

Most cases of absence due to illness are short term, but parents and families will need to make a phone call to alert the Academy on the first day/each day of absence before 8.30am. When the pupil returns to the Academy they should bring a note from their parent explaining the absence – this is required for the Academy's records.

For any absence longer than 5 days due to illness, parents may be asked to provide the Academy with medical evidence such as a note from the pupil's doctor, an appointment card or a prescription paper.

Further Information detailing different types of illness and whether or not your child should attend school are detailed within the handout: 'Attendance: A Guide for Parents & Carers'.

Medical or dental appointments

Parents and families should make every effort to ensure these appointments are made outside



school hours. Where it cannot be avoided, pupils should attend the Academy for as much of that day as possible.

When appointments are made during the school day please notify the school office in advance in writing or bring the appointment card or letter regarding any appointment to the school office to enable the school to take a copy.

Authorised absences

Absences will only be authorised by the Head of School in accordance with procedures detailed in this policy.

Exclusion

Fixed Term Exclusion is treated as an authorised absence. The Academy will arrange for work *via a work pack* for the first five days. Reference should be made to our Behaviour Management Policy.

Please note: If an excluded pupil is found in a public place during the Academy day the East Sussex Behaviour and Attendance Service will check whether the pupil was excluded at the time. If they were excluded, then a penalty notice will be issued.

Family holidays and extended leave

Parents and families should make every effort to ensure that family holidays and extended leave are arranged outside of term time. Please note that a request for term-time holiday is NOT a parental right.

All requests for holiday during term time will be refused by the Head of School. Any requests for absence should be in 'exceptional' circumstances. Requests for exceptional leave of this type must be made in writing to the Head of School fourteen (14) days in advance of the leave being taken. Retrospective applications will not be considered and the time taken will be processed as unauthorised absence and can be subject to a penalty Notice fine or other legal proceedings by the Local Authority. The Head of School may only grant such requests in exceptional circumstances and the Head of School's decision is final on whether the request is approved and the length of absence approved.

As in all absences, it is the pupil's responsibility to catch up on any missed lessons.

All requests for authorised absence will be responded to, and will outline the details of when the pupil is expected to return to the Academy. Parents and families should contact the Academy immediately if there will be a cause for delay from the stated date of return.

If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents and families may be subject to further action by the Academy or prosecution by the county council.

If the Academy suspects that an unauthorised absence is as a result of a holiday we will send a letter asking for medical evidence for the length of the absence. Failure to provide this evidence or respond to the letter will result in a Fixed Penalty Notice.

LEGAL WARNING

"IF THE REQUEST IS UNAUTHORISED THE EDUCATION SUPPORT, BEHAVIOUR AND ATTENDANCE SERVICE WILL BE NOTIFIED OF THE ABSENCE AND A PENALTY NOTICE MAY BE ISSUED. A PENALTY NOTICE IS ISSUED TO EACH



PARENT FOR EACH CHILD TAKEN OUT OF SCHOOL AND THAT THIS IS A FINE OF £60 WHICH INCREASES TO £120 IF NOT PAID WITHIN THE TIME LIMIT. IF IT IS NOT PAID, THIS WILL RESULT IN LEGAL ACTION."

Fixed Penalty Notices: Holidays in term-time

In all cases - if the Head of School does not authorise a written request from a parent or family for a holiday lasting a minimum of ten sessions (five school days) of absence a Fixed Penalty Notice is issued by East Sussex Behaviour and Attendance Service.

Please see Appendix 5 for more information on Fixed Penalty Notices (FPN).

Religious observance

The Academy recognises that there may be times where pupils of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow reasonable authorised absence for these times.

Parents and families will be aware of these dates and should provide written notification to the Academy in advance stating the religious festival being observed.

Late arrival

Please ensure your child arrives punctually at school every day.

School is open at **8.30am**. **Registration begins at 8.45am** and children need to be in school no later than **8.45am**. Children arriving after 8.45am will be issued with a 'Late card'. A warning will be issued to children arriving continually late.

The registration period ends at 9am. Children arriving after 9am will be marked as unauthorised for that session.

Persistent lateness will result in an Attendance Support Plan and/or a fine.

"Unauthorised Lateness – i.e. arrival at school after the register has closed: where a minimum of 10 unauthorised late absences have accrued within a 10 school week period, following a warning letter, a Penalty Notice may be issued. During the 10 school weeks review period any other unauthorised absence will also be included in the 10 sessions. The 10 sessions need not be consecutive."

Action by the Academy to follow up absences

Class registers are important legal documents that will be used to record attendance, punctuality and absence. Class registers are completed electronically and monitored at the end of the registration period. Statistics relating to your child's attendance percentage will be collated from these registers.

Where there are unexplained or unauthorised absences, the Academy will contact the parents and families. If a pattern of unauthorised absences emerges, the attendance officer will contact the parents and families to discuss possible reasons and support systems that could help.

Parents and families will be contacted if a pupil gives a reason for an unauthorised absence and there is doubt about the truth of the excuse.



The attendance officer will chase pupils and parents for a written explanation from their parents and families for their absence upon the pupil's return from being away. This is required for the Academy's records and is necessary no matter what the reason or length of the absence.

Where pupils have been away for long term medical reasons, the Academy will support that child when they return to help them catch up on any work that they have missed.

Where a pupil has been absent from the Academy for a period of more than 10 school days, and where the absence was unauthorised, the Academy will report the child as 'Missing from Education' to the county council. The county council will make every attempt to contact the parents and families, and will notify the Academy when to take a pupil off-roll. The Academy will take disciplinary action against any pupils who are discovered to be truanting and parents and families will be contacted to discuss possible reasons and support systems that could help. The Academy may take further action against the parents and families, including referral to the county council to begin criminal proceedings against the parents.

The attendance officer will invite parents in for an Attendance Support Meeting.

Please note Fixed Penalty Notices may be used for truancy.

"Persistent unauthorised absence: where a minimum of 10 unauthorised absences have accrued during a 10 school week period, following a warning letter, a Penalty Notice can be issued. The 10 sessions need *not* be consecutive"

Rewarding Good Attendance

Children are made aware each week in assembly of the importance of excellent attendance, this is consistently celebrated and rewarded in the following ways:

- The Punctuality Penguin Award, this is awarded to classes with no late marks for the whole week;
- Attendance Trophy, this is awarded each week in assembly to the class with the highest attendance percentage;
- Certificates are also awarded to individuals termly and yearly achieving 100% attendance and punctuality;
- Children with 100% attendance, are entered into a draw each term with the chance to win a prize donated by a local business.

Inclusivity and Equality

We recognise that our pupils bring with them a wide variety of behaviours influenced by life experiences outside school. We aim to respond to each case professionally, objectively and compassionately. We are sensitive when working with children and families with specific needs and experiences and we continuously seek ways to promote successful partnerships. The basis of differentiation will vary dependent on the needs of each case but we will take into account the views of parents and families, colleagues and external agencies together with any Education, Health and Care Plan. We will also ensure compliance with the Trust's Equality Policy taking into account pupils with protected characteristics and making reasonable adjustments for pupils with a disability within the meaning of the Equality Act 2010. Both the Academy and the Trust respects the Public Sector



Equality Duty (PSED) that requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. By following the Trust's Equality Policy, the Academy seeks to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by such legislation.

Complaints

Please refer to the Academy's Complaints Policy if you have any concerns in relation to the procedures or processes that have been applied in relation to the Academy's management of this policy.

Reviewing

This policy will be reviewed on an annual basis.

February 2019 BBL

July 2020 BBL

EQUALITIES

We recognise that our students bring with them a wide variety of behaviours influenced by life experiences outside college. We aim to respond to each case professionally, objectively and compassionately. We are sensitive when working with children and families with specific needs and experiences and we continuously seek ways to promote successful partnerships. The basis of differentiation will vary dependant on the needs of each case but we will take into account the views of parents and families, colleagues and external agencies together with any Statement of Special Educational Need or Education, Health and Care Plan. We will also ensure compliance with the Trust's Equality Policy taking into account students with protected characteristics and making reasonable adjustments for students with a disability within the meaning of the Equality Act 2010. Both the college and Trust respects the Public Sector Equality Duty (PSED) that requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. By following the Trust's Equality Policy, the college seeks to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by such legislation.

DATA PROTECTION

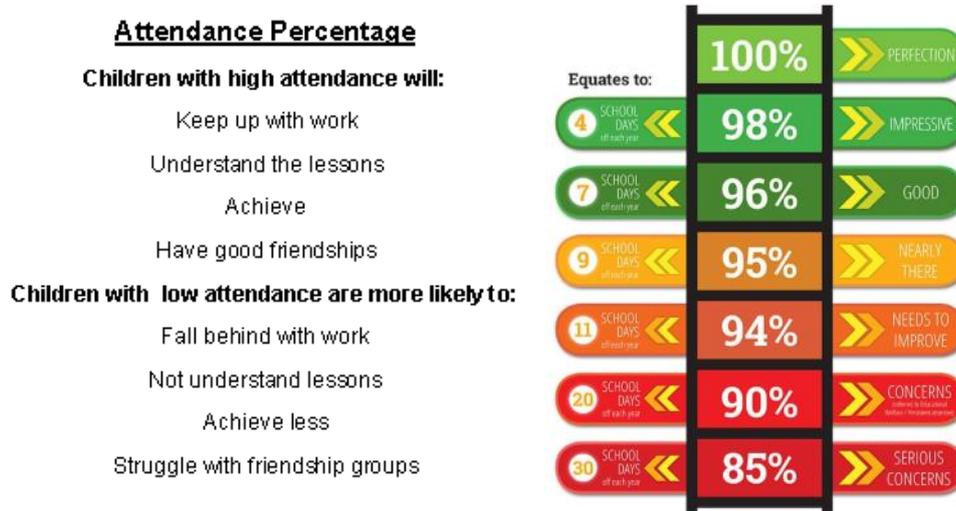
Rye College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.

Appendix 1: Attendance Procedures

The Academy has a legal duty to publish its absence figures to parents and to promote attendance. Recorded unauthorised attendance and late marks are written on the child's end of year annual report. Class percentages and class late marks will be noted in the school newsletter, on the school website and notice boards inside and outside of school.

The diagram below highlights target attendance in percentage terms and highlights both positive and negative outcomes related to good or insufficient attendance:



Children whose attendance is below 90% are regarded by the Government as being 'persistently absent' from school and so there is a greater emphasis on improving their attendance as a priority. If your child's attendance is unsatisfactory (below 90%) you are at risk of a referral to the Local Authority and may be liable for court prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If a child is continuously absent or late the school may invite parents to a meeting. If difficulties cannot be resolved in this way, the school may refer the child to the Education Support, Behaviour & Attendance Service from the county council. The Practitioner will also try to resolve the situation by agreement. If efforts of trying to improve the child's attendance have failed, these Officers can use Legal Interventions on 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.

PLEASE NOTE: In order to prevent children from becoming Missing from Education, the school is legally required to notify the county council of all children removed from our registers outside normal transition times, whatever the reason. Parents are requested to provide the school with all the necessary information about future addresses, new schools etc. Any information the school holds will be passed to the relevant local authorities as required.



Appendix 2: Fixed Penalty Notices – Code of Conduct

Authorisation

1. The decision to request a Penalty Notice sits solely with the Head of School.
2. The primary responsibility for the issuing of Penalty Notices rests with the county council. The Education Support, Behaviour and Attendance Service (ESBAS) will issue Penalty Notices in East Sussex. This ensures consistency and will prevent conflict with other enforcement sanctions.
3. Although professionals other than those within the county council (e.g. headteachers, the police etc.) are accredited persons within the legislation as being able to issue Penalty Notices, there is no requirement for them to do so. In East Sussex it has been agreed that the Police will not issue Penalty Notices. If the Head of School considers it is appropriate for a Penalty Notice to be issued, he will consult with, and then, instruct ESBAS. This will avoid a Penalty Notice being issued when the ESBAS is instigating legal intervention proceedings for irregular school attendance.
4. ESBAS will ensure that the issuing of Penalty Notices is closely monitored. In this way the county council have the means to avoid the issuance of duplicate notices.
5. Penalty Notices will only be issued by post and not as “on the spot” action; this will satisfy that all evidential requirements are in place.
6. ESBAS will act upon requests to issue Penalty Notices from schools, academies, alternative education providers, and Sussex Police, provided that:
 - a) All relevant information is supplied in the specified manner;
 - b) The circumstances of the pupil’s absence meet the requirements of this Code of Conduct;
 - c) The issuing of a Penalty Notice does not conflict with other intervention strategies in place or other enforcement sanctions already in process.

If there are any issues with the documentation provided by the school, the local authority would contact the school to discuss.



When a Penalty Notice May Be Issued

The issuing of Penalty Notices by the county council is considered appropriate in the following circumstances:

1. Specific period of unauthorised absence (for example a holiday): absence from school without permission and the absences are unauthorised. If the Head of School does not authorise a request from a parent/carer for an absence s/he will respond to the request directly. This response will constitute a valid Warning to the parent. In all cases, a minimum of 10 sessions in total (5 school days) of absence must have been accrued before a Penalty Notice is requested. The absences will be consecutive but weekends, Bank Holidays, inset days etc. *do not* interrupt a period of absence and therefore it will remain consecutive.
2. Persistent unauthorised absence: where a minimum of 10 unauthorised absences have accrued during a 10 school week period, following a warning letter, a Penalty Notice can be issued. The 10 sessions need *not* be consecutive.
3. Unauthorised Lateness – i.e. arrival at school after the register has closed: where a minimum of 10 unauthorised late absences have accrued within a 10 school week period, following a warning letter, a Penalty Notice may be issued. During the 10 school weeks' review period any other unauthorised absence will also be included in the 10 sessions. The 10 sessions need not be consecutive.
4. An Excluded Pupil found in a public place during the school day: in all cases the ESBAS will check whether the pupil was excluded at the time. If the criteria are satisfied, then a Penalty Notice will be issued (a school is *not* deemed by the Education & Inspections Act 2006 to be a public place for the purposes of this legislation).
5. During a Truancy Sweep by the ESBAS in conjunction with Sussex Police: if a child is found out of school or at home, and the absence is unauthorised, a Warning Notice.

For more information please go to:

www.eastsussex.gov.uk/educationandlearning/schools/attendance-behaviour/truancy-non-attendance/penaltnotice

Appendix 3: Application for a Planned Absence

Did you know that across the year there are just 190 school days? That means there are already 175 days set aside for weekends, holidays, family visits and rewarding days out. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

With 175 days already marked out as 'non-school-days', you should have an exceptional reason to withdraw your child from school. The following are considered illegitimate reasons and are likely to be rejected and unauthorised:

- **Trips to visit family or friends;**
- **Cheaper family holidays;**
- **Your child's birthday;**
- **Tickets to sporting or cultural events.**

100% is the expected level of attendance. If your child is out of school for 3 days each term then their attendance will fall to below 95%! Should your child need time off due to illness, this figure will quickly become even lower. Because five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic. From a young person's perspective, missing schools means:

- Missing out on fun projects and school activities;
- Struggling to catch up on work;
- Disconnecting with school friends.

The vast majority of headteachers do not authorise any absence in term time; in fact, many schools refused 100% of requests last year.

Think twice about whether you want to proceed.

WHAT IS GOOD ATTENDANCE?					
190 days	180 days	178 days	163 days	161 days	143 days
100%	95%	94%	86%	85%	75%
Good		Worrying		Serious Concern	
					
Only 1-2 day missed per term		Between 3-8 days missed per term		More than 9 days missed per term	

To be completed by parent/carer

Child's name:

Class:

Date of withdrawal from learning:

Date of return to learning:

Total number of learning days missed:

Reason withdrawal from learning is requested:

Please ensure you give at least 14 days' notice of the proposed absence.



Your child has the right to a full time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the absence taken and a legal intervention may be instigated in the form of a Penalty Notice. If a Penalty Notice is issued it will be to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

To be completed by parent/carer

Name of parent/carer:

Signed:

Date:

Home address:

This form will be submitted to the headteacher for review.

Headteacher's decision

Child's name:

Class:

Date of telephone interview:

Date decision form sent home:

Authorised: Your request has been authorised for the following dates: .../.../... to .../.../...

Unauthorised: Your request has been unauthorised for the following dates: .../.../... to .../.../...

Headteacher signature:

Date:



Appendix 4: COVID-19

In order to suppress the impact of the COVID-19 virus, the Government directed that all schools in England and Wales must close from Monday 23 March until further notice. Thus, the academy closed to children registered as pupils at the school from Monday 23 March 2020 except for those children:

- Whose parents are key workers and who cannot be looked after at home. Key workers are those that are detailed in the Government's Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (19 March 2020)¹; and
- Who are vulnerable. Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans. Schools are also asked to consider children at the fringes of social care, who may not have a social worker but are nevertheless vulnerable. Collectively referred to as the Priority Group.

In order to protect the Priority Group, the academy implemented social distancing and hygiene measures as suggested by the DFE in order to minimise contact and the transmission of COVID-19.

Since 23 March, in order to protect vulnerable pupils, the academy has:

- Maintained contact with the social worker responsible for the vulnerable pupil and parents/carers and encouraged attendance, where appropriate.
- Monitored attendance of vulnerable pupils where it has been agreed with the social worker and parent/carer that the pupil will attend. Non-attendance being notified to the social workers and recorded on the academy's child protection records.
- Monitored the attendance of pupils with EHC plans where, through risk assessment in conjunction with the local authority, it has been agreed that the pupil will attend the academy. Failure to attend has been reported to the local authority and recorded on the pupil's education plan.

Since 23 March, the school suspended the use of its usual attendance register and completed the attendance registers as directed by the DFE and the local authority.

From 1 June, the academy is expecting all Priority Group pupils to return to school. In addition, from [1/15] June the academy is expecting all pupils in [nursery, reception, year 1 and 6/ Years 10 and 12] (the Eligible Group) to return to school.

¹ <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>



Registers

From 1 June, the academy will resume taking its usual attendance register as well as completing the DFE's online educational setting status form. The academy's register will be kept open until [insert time] which takes into account the staggered opening times being implemented during this period. [The academy will apply the registration codes as advised by the Government.](#)

Parents and pupils are urged to adhere to their allotted time as it is vital in ensuring that contact between groups is kept to a minimum and social distancing requirements are observed. Parents/pupils must advise the headteacher if they are unable to observe these requirements.

Non-attendance

Pupils that fall within the Priority Group and Eligible Group are encouraged to attend school unless they are ill, self-isolating for 14 days as a member of their household is suspected to have or does have COVID-19, extremely clinically vulnerable or shielding. Studies have confirmed that school is the best place for children to learn and the latest guidance from the government suggests that children and young people do not have a significantly adverse reaction to COVID-19. In addition, the academy has implemented the government's guidance in order to make the school as safe an environment for pupils as is reasonably possible given the current situation and the associated risks.

However, if pupils within the Priority Group and Eligible Group fail to attend, non-attendance will not result in the sanctions are detailed in this policy and parent/carers will not be fined. However, the academy will contact parents of pupils in the Priority Group and Eligible Group to discuss the reasons for non-attendance especially in relation to those pupils who attendance was a concern prior to 23 March and who are not engaging in remote learning.

Full Opening of the Academy

From the commencement of the autumn term in 2020, all pupils of compulsory school age must return to school. This appendix will no longer apply from the 2020 autumn term. The academy will apply its attendance policy as detailed in the main body of this policy, subject to the following as detailed in the government guidance:

- A pupil with COVID-19 symptoms must not attend school for at least 7 days from first developing symptoms unless the pupil has a COVID-19 test and receives a negative test result. In such cases, absence will be authorised.
- A pupil who lives in a household where a member of the household has developed COVID-19 symptoms or has tested positive for COVID-19, must self-isolate for 14 days from the date when the individual with the symptoms first developed them. In such cases, absence will be authorised.
- A pupil has been designated as extremely clinically vulnerable or clinically vulnerable and has confirmation from medical professionals that he/she must not attend school. In such cases, absence will be authorised.