



# **Attendance and Punctuality Policy**

**August 2024**

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## **1. Aims**

Severn Academies Educational Trust (SAET) is committed to maximising educational opportunities and achievement for all pupils. For pupils to gain the best from their time at SAET, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all pupils. SAET actively promotes good attendance and discourages unjustified absence. SAET recognises that promoting good attendance and punctuality prepares pupils for the disciplines of adult working life.

## **2. Working Together to Improve School Attendance Guidance, DfE May 2022**

In May 2022 the DfE published this guidance to ensure that everyone involved in improving school attendance are clear about and understand their responsibilities. The guidance has been updated and made statutory with effect from 19 August 2024, which also includes a summary table of responsibilities that can be used by schools to check that they are fulfilling their duties. All SAET schools will check this at least annually. The guidance and summary table can be found here [Working together to improve school attendance - GOV.UK](#).

## **3. Guiding Principles**

- Each academy emphasises that it is the responsibility of everyone in the academy to improve attendance and punctuality.
- SAET needs to ensure that all its pupils access a full-time education, which meets their needs and allows all to realise their potential.
- Each academy will strive to provide a safe and caring environment where each pupil can engage in all opportunities offered.
- Each academy will work with pupils and their families to ensure every pupil has good attendance and punctuality.
- Each academy will challenge the behaviour of those pupils and parents/carers who give a low priority to attendance and punctuality.
- Each academy has an effective system of communication with parents/carers together with appropriate agencies to provide mutual information and support.
- Each academy will continue to develop ICT-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.
- Each academy will support all aspects of the Education Act 1996 and the Children's Act 2003: 'Every Child Matters' by implementing this policy in a consistent manner, in line with Working Together to Improve School Attendance Guidance, DfE May 2022.
- Each academy will have regard to the Disability Discrimination Act 1995 and reasonable adjustments will be made for young people.

## **4. What you can expect from Severn Academies Educational Trust:**

In line with Working together to improve school attendance, in addressing attendance concerns all SAET schools, as a minimum requirement, will be:

- using a first day calling mechanism to make daily contact with the parents of any child not attending school and seeking information on each pupil's well-being and reason for absence
- regularly visiting the home addresses of pupils who are not attending school in order to see the child/YP to ensure their welfare and uphold safeguarding responsibilities
- meeting with the pupil, parents/ carers and most relevant school staff to identify the barriers to education and provide support to find agreed solutions (e.g., through completing an Early Help Assessment or utilising the children with medical difficulties or graduated response models)
- making reasonable adjustments to assist improved attendance
- having a robust action plan in place, drawn up collectively and agreed by all parties, capturing the child's or young person's voice
- seeking external multi agency support where required
- adhering to the legal guidance by reporting into the Local Authority Children's Services Portal any pupils who are on part time timetables, or who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission
- escalating any extreme cases (whereby robust casework and substantially evidenced multi agency support has continually failed to secure regular attendance) into the Local Authority (LA) for legal considerations

In addition:

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence
- We will work closely with parents/carers where a pupil's absence is cause for concern
- We will support pupils to achieve good attendance and punctuality
- We will support pupils returning to school after prolonged absence
- Half termly attendance reviews will be undertaken with each school

## **5. What Severn Academies Educational Trust expects from Pupils:**

- To attend school regularly and on time
- To be punctual to all lessons
- To be ready to learn
- To ensure all messages and notes from parents/carers are given to the appropriate person or taken to the appropriate place (as determined by each individual academy).

## **6. What Severn Academies Educational Trust expects from Parents/Carers:**

- To ensure their child attends the academy on those days it is open, punctually, 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 reason.
- Not to arrange holidays during term time.
- On the first day of absence inform the school office if their child is unable to attend including the reason for absence and expected date of return. In some academies parents are requested to confirm in writing on their child's return the reason for their absence.
- If no indication of a return date has been given, parents/carers should contact the academy on each day of absence.
- To make any non-urgent dental or medical appointments outside of school hours.

## **7. Registration**

- The law requires the register to be taken twice a day - at the start of the morning session and once in the afternoon session.
- Pupils are expected to arrive early in order to be ready for the start of the first lesson (see Appendix 1 for more specific information about your academy)
- The register is marked using the DfE Attendance and Absence Codes.
- Guidance on applying the Education (Pupil Registration) Regulations 2006 can be found in 'Advice on School Attendance' published 2018 by the DfE.

## **8. Punctuality**

- Each academy expects pupils to arrive punctually (see Appendix 1 for specific information about your academy) any pupils arriving after the designated start time are deemed to be late.
- Any pupil arriving after this time should be signed in at the academy reception (for Primary) and Student Support (for Secondary) giving their reason for being late
- Registers have a closing time which is 30 minutes after the start of the day. Pupils arriving after this time will be marked as unauthorised late.
- Where there is a repeated pattern of lateness parents will be contacted by a member of the academy staff.

## **9. 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.

- Parents/carers should contact the school office (by telephone/email) by 9.30am on the first morning of absence, giving a reason and an expected date of return.

Absence may be authorised for such reasons as:

- Illness
- unavoidable medical/dental appointments
- exceptional family circumstances e.g. bereavement
- exclusion
- involvement in a public performance/sporting events
- days of religious observance (see Appendix 3)

Absence will not be authorised for such reasons as:

- looking after siblings/unwell parents
- birthdays
- days out e.g. The Three Counties show
- shopping trips
- family holidays
- special occasions, where the academy does not agree that the absence should be granted.

Medical/dental and other appointments should be arranged out of school hours, wherever possible. Where this is not possible, pupils should come to school before the appointment, and return to school afterwards. Parents should provide a copy of appointment cards or letters when available or when requested by school.

Following an explanation from parents/carers regarding a pupil's absence, the academy will decide whether or not it accepts the explanation and authorise or unauthorise accordingly.

Absence which has not been explained will remain as unauthorised.

## **10. How we respond to Absence/Lateness**

If a pupil is absent at morning registration without contact from a parent/carer to explain the absence, the academy will contact parents/carers. We take our safeguarding responsibilities seriously and will always contact parents/carers to ensure that they are aware of their child's absence. Contact will usually be via either automated message or telephone. Parents/carers are able to respond directly upon receiving this call. Alternatively, where a message has been left by the automated service, a parent should contact the academy office to inform us of the reason for their child's absence. The academy asks that parents/carers provide at least 2 up to date emergency contacts.

If no response is received, the academy will continue to attempt to contact parents/carers requesting an explanation, and this may include a home visit by school staff if telephone contact has not been successful.

All absence notes will be retained.

Where a pupil's absence is cause for concern, the academy will write to parents/carers and/or invite the parents/carers into school or visit parents/carers at home.

Where no sustained improvement in attendance is demonstrated despite intervention, SAET schools will follow the SAET procedures for intensive intervention and support, including a pupil attendance and welfare meeting with the Local Authority's prosecution officer. Other actions which may have to be carried out include a referral to Children's Social Care, or legal action for school non-attendance, such as penalty notices which may be issued in line with the Local Authority's Code of Conduct.

### **11. Persistent Absence (PA)**

A pupil becomes a Persistent Absentee (PA) when they miss 10% of their schooling across the academic year for whatever reason. 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 pupil whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- an action plan to improve attendance being created which may involve other outside agencies.
- 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 Local Authority via the school census on a termly and annual basis.

### **12. Severe Absence (SA)**

Severe absence is considered to be 50% or less attendance at school. The Working Together to Improve School Attendance guidance, makes it clear as to what actions should be taken by schools, SAET and the Local Authority, once a pupil has less than 50% attendance. SAET academies will provide support as necessary, in collaboration with external agencies, such as Early Help, Social Care, Health, LA SEND, and LA Children Missing Education amongst others. Legal action will also be considered at this point, if not already actioned when attendance is at a Persistent Absence level.

### **13. Leave of Absence during Term Time**

Any absence interrupts the continuity of a pupil's learning. Government legislation now states that only exceptional circumstances warrant an authorised leave of absence, please refer to the Department for Education for the latest guidance. Parents/carers are



strongly urged not to take pupils out of school for holidays during term time, and no holiday request will be authorised.

Exceptional circumstances will be considered on an individual basis dependant on the reason given and will be at the discretion of the Headteacher/Principal. **It will be extremely rare that leave will be authorised.**

It is expected that a request form is submitted to the academy office at least 4 weeks in advance of the proposed absence. All factors that need to be considered must be stated on the request form. The form to be used by all SAET academies can be found in appendix 5.

The academy has the right to refer to the local authority requesting they serve a penalty notice on parents/carers who insist on taking their children out of school without authorisation. Penalty notices require each parent to pay a fine of £80 per child if paid within 21 days or £160 if paid after 21 days but within 28 days. Failure to pay within the specified timescale could result in prosecution in the Magistrates court for failure to ensure regular school attendance. This legislation also applies to any pupil taking leave of absence without prior notification to the academy.

#### **14. Re-integration following long-term absence**

Where a pupil has been absent for a prolonged period of time, perhaps due to illness, the academy will:

- welcome the pupil back to the academy and value their return
- provide support for the pupil in consultation with parents/carers to enable a successful return to the academy
- ensure that all relevant staff are informed of the circumstances
- work with other agencies, where appropriate, to ensure a successful reintegration
- consider a personalised programme of return if appropriate
- monitor and review the pupil's return

#### **15. Promoting good attendance and punctuality**

It is the belief that all pupils are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all pupils:

- Parents are regularly informed of their child's attendance levels and, if appropriate, how they can improve these
- Good and improved attendance and punctuality will be promoted and rewarded
- Pupils, parents/carers and staff are regularly reminded about the importance of good attendance

- Parents/carers are encouraged to contact the academy attendance office /reception at any time to discuss their child's attendance
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those pupils whose attendance is a cause for concern
- Pupils who have been absent for extended periods of time will be supported as appropriate to re-integrate back into the academy
- Effective links are made with primary schools to facilitate the smooth transition to SAET secondary academies, and other local secondary schools
- Pupils' attendance will automatically reported to the Local Authority and to the DfE as required

## **16. Attendance Data and Targets**

- SAET has set an attendance target of 97% for all schools
- The target for all pupils is to strive for 100% attendance. Only by achieving full attendance can pupils expect to achieve their full potential
- Attendance data will be collected and analysed and used to inform the academy's attendance practices and interventions
- Individual pupil data will be analysed and monitored to enable early intervention support
- Attendance data is provided on a termly basis to the Local Governing Body, and the SAET Trust Board
- Attendance data and persistent absence data is communicated to the Local Authority and is published via the DfE Analyse School Performance (ASP)
- Each academy will monitor attendance on a weekly basis
- The Lead for Inclusion and Safeguarding at SAET will regularly monitor attendance and punctuality data across the Trust schools

## **17. Statutory Requirements, the Law and the Local Authority**

- Registers are legal documents; regulatory requirements placed on schools regarding the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006
- Section 7 of the Education Act 1996 states that parents/carers are responsible to ensure their child receives a suitable education
- Under section 444 of the Education Act 1996, a parent who fails to ensure their child attends the school at which they are registered, is guilty of an offence
- The academy works together with the Local Authority to ensure that parents/carers fulfil their responsibility. There are a range of legal sanctions that may be imposed for dealing with unauthorised absence: Penalty Notices, Parenting Contracts and Orders, Education Supervision Orders or referral to the Magistrates Court which can recommend fines (up to £2500) or up to 3 months in prison
- Any sanctions are used to improve attendance and punctuality and reduce absence

## **18. Children Missing Education**

- All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
- Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.
- Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.
- At SAET we follow Children Missing Education Statutory Guidance for local authorities September 2016.

#### **19. Staff Roles and Responsibilities:**

All members of the academy have a role to play in improving attendance and reducing absence. Attendance is everyone's responsibility.

See Appendix 2 for a full list of responsibilities.

## APPENDIX 1: School specific details - Primary Schools

	<p><b>Stourport Primary Academy</b>                  Park Avenue Stourport on Severn Worcestershire DY13 8SH                  Mrs A Maybury Head of School                  Telephone: 01299 822 120      Email: <a href="mailto:office@spa.saet.co.uk">office@spa.saet.co.uk</a></p> <p>School Day 8.50am – 3.20pm      Morning Registration 8.50am                  Doors open to pupils 8.40am</p>
	<p><b>St Bartholomew's C of E VC Primary School</b>                  Princess Way Stourport on Severn Worcestershire DY13 0EL                  Mr Ian James Headteacher                  Telephone: 01299 823454      Email: <a href="mailto:office@sbp.saet.co.uk">office@sbp.saet.co.uk</a></p> <p>School Day 8.40am – 3.15pm      Morning Registration 8.40am                  Doors open to pupils 8.30am</p>
	<p><b>Hartlebury C of E VC Primary School</b>                  Rectory Lane Hartlebury Worcestershire DY11 7TD                  Mrs S Bartlett Head of School                  Telephone: 01299 250312      Email: <a href="mailto:office@har.saet.co.uk">office@har.saet.co.uk</a></p> <p><b>School Day:</b> 8.50am – 3.15pm      Morning Registration 8.50am                  Doors open to pupils 8.40am</p>
	<p><b>Wolverley Sebright Primary Academy</b>                  Franche Road Wolverley Kidderminster Worcestershire DY11 5TP                  Mrs S Reeves-Walters Headteacher                  Telephone: 01562 850268      Email: <a href="mailto:office@wol.saet.co.uk">office@wol.saet.co.uk</a></p> <p><b>School Day:</b> 8.45am – 3pm      Morning Registration 8.45am                  Doors open 8.40am</p>
	<p><b>Wilden All Saints CE Primary School</b>                  Wilden Lane Stourport on Severn Worcestershire DY13 9LP                  Mrs C MacDonald Head of School                  Telephone: 01299 822638      Email: <a href="mailto:office@wil.saet.co.uk">office@wil.saet.co.uk</a></p> <p><b>School Day:</b> 8.50am – 3pm (yrs. 1,2)      Morning Registration 9am (all yrs.)                  8.45am – 3.15pm (yrs. 3,4,5,6)                  School drop off service (outside school with a member of staff) from 8.30am                  Doors open to pupils 8.45am</p>
	<p><b>Far Forest Lea Memorial CE Primary School</b>                  New Road Far Forest Worcestershire DY14 9TQ                  Mrs M Begum-Hughes Head of School                  Telephone: 01299 266316      Email: <a href="mailto:office@far.saet.co.uk">office@far.saet.co.uk</a></p> <p><b>School Day:</b> 8.45am - 3.15pm      Morning Registration: 8.50am                  Doors open to pupils: 8.30am</p>

## Secondary Schools

**The Stourport High School and 6th Form College**

Minster Road Stourport on Severn Worcestershire DY138AX

**Telephone – 01299 872950 option 1    email: [attendance@shs.saet.co.uk](mailto:attendance@shs.saet.co.uk)**

School Day: 08.45am – 3.20pm

**Registration 8.45am**

**School Principal: Mrs S Peace**

**Baxter College**

Habberley Road Kidderminster Worcestershire DY115PQ

**Telephone – 01562 741524 option 1    email [info@baxtercollege.co.uk](mailto:info@baxtercollege.co.uk)**

School Day: 08.45am – 3.20pm

**Morning Registration 8.45am**

**School Principal: Ms K Beech**

**Appendix 2: Staff roles and responsibilities**

## **THE HEADTEACHER**

The Headteacher is responsible for consistently implementing the Attendance Policy across the school, monitoring absence data, reporting it to the LGB, supporting staff in monitoring individual pupil attendance and requesting penalty notices when necessary.

## **SENIOR LEADERS & ATTENDANCE CHAMPION**

(e.g. Deputy Headteacher or Assistant Headteacher with Responsibility for Attendance)

Their goal is to ensure staff are well-informed about their attendance roles and responsibilities, and possess the necessary knowledge and skills to effectively fulfil them.

They should regularly assess attendance procedures, identifying strengths and weaknesses, seeking feedback from the attendance team and address any key issues with the Headteacher.

They should have a clear understanding of attendance by group, including: gender; Free School Meals; Pupil Premium; SEND; Children in Care; Ethnicity and Language (English/EAL), and address the attendance of smaller groups and protected characteristics, such as: non-binary gender; gay/bisexual and young carers is crucial for improving attendance.

### **Senior Leaders are responsible for:**

- Leading the development of the warm, welcoming, exciting and safe environment for all children
- Ensuring that all families are absolutely clear on the school's expectations (times of school day, the time the register closes (no more than 30 mins after register opens), school's response to absence - text messaging, first-day calling, home visits etc.
- Ensuring that all families know who to contact if their child is going to be absent; including who to call and how to contact the school if the family is concerned about their child's attendance (Class Teacher (Primary), Form Tutor (Secondary), Attendance Officer, Head of Year/House (Secondary), SEND Co-ordinator, Pastoral Team)
- Creating the vision for the school's attendance strategy and delivering the School's Attendance Policy
- Ensuring that the component parts of the policy are regularly reviewed, quality assured and revised where necessary
- Monitor the use of the school's reward structure and review its impact - seek creative and innovative rewards
- Creating a calendar of attendance activities - everyone needs to know what happens and when
- Monitors the data in the various reports provided by the Attendance Officer analysing weekly attendance figures and patterns
- Analysing the impact of examinations weeks, non-school uniform days and other 'off timetable' events
- Liaise with PSHE team to ensure that PSHE curriculum can and does respond to attendance issues - e.g. exam stress for Year 6 and 11, hormone related issues for Key Stage 3 children, anxieties about future transitions etc
- Provide training to all staff on how to promote attendance, ensuring that they are all aware of the school's graduated response, current issues in attendance (e.g. EBSA), particularly for any member of staff involved in Home visits

- Use student voice to regularly review the school's curriculum to ensure that the curriculum is as "irresistible" as possible
- Work closely with the SEND and Pastoral teams to address the significant concerns about attendance of children with SEND and or Social workers
- Develop a specific strategy to support SEND students with regards to attendance
- Ensure that accurate records of interventions are maintained on CPOMs
- Promote attendance within the transition process and 100% attendance from Day one
- Liaise termly, at least, with the assigned Local Authority Attendance Support Officer.
- Meet the member of the LGB designated to hold the school to account for the delivery of its Attendance strategy, at least termly, and contribute to the Headteacher's report
- Engage with the families of children with significant attendance problems
- Make decisions about FPNs, Parenting Contracts and Education Supervision Orders
- Review the impact of the attendance strategy, the rewards systems, and contributes to the SOP/SIP
- Keep accurate records of students whose families have elected to EHE and in-year transfers and that follow-up welfare calls have been recorded
- Keep up to date on Attendance strategies and the wider educational landscape on attendance
- Establish and maintain partnerships with local schools, the LA and external agencies, who can support families with attendance issues

### **ATTENDANCE TEAM**

The Attendance Team, comprising the Attendance Lead, Attendance Officer, Assistant Headteacher for Pastoral Care, Heads of Year, Family Liaison Officer, Education Welfare Officer will meet quarterly to monitor and review attendance across the school. They will identify pupils with concerns and implement interventions to break down barriers to attending schools, involving staff and parents. If necessary, a formal action plan will be produced.

### **ATTENDANCE OFFICER/FAMILY LIAISON OFFICER**

#### **The Attendance Officer/Family Liaison Officer is responsible for:**

- Handling parent/carer calls regarding absences and recording the information on the school's information management system (Arbor).
- Ensuring accurate and timely completion of daily registers, recording absence reasons, reporting any concerns or patterns to the Attendance Team.
- Send letters home to parents when a student falls below attendance thresholds
- Address punctuality and absence concerns to the parents/carers
- Track attendance data at both the school and individual pupil level.
- Report any issues with attendance to the Headteacher or Attendance Lead and the designated Safeguarding Lead, as necessary.
- Arrange meetings and calls with parents or carers to address attendance issues and support with breaking down barriers to attendance.
- Facilitate referrals for children missing education to the Local Authority, including liaison with the DSL and Safeguarding Team, when necessary.
- Coordinate term-time leave requests, liaising with the Assistant Headteacher, Headteacher and DSL, as well as the Safeguarding Team, as needed.

- Focus on safeguarding and how attendance links to wider safeguarding concerns, taking any attendance concerns to the school's weekly Safeguarding Team meetings or Vulnerable Students meetings.
- Carry out home visits as necessary.
- Be the point of contact for parents/carers who have their own concerns about their child's attendance and will meet with parents/carers as and when necessary.
- Share attendance concerns and draw up attendance plans or contracts as necessary.
- Liaise with external agencies and make referrals as required.

## **OFFICE STAFF**

School office staff are expected to update any parent contact information ensuring that at least two contacts are maintained on Arbor for each child in school.

### **Office Staff are responsible for/should:**

- Contribute to and support the continued development of the warm, welcoming, exciting and safe environment for all children
- Where possible greet the children by name, always with a smile and a welcome greeting
- Make a special effort to provide a warm welcome to students returning with anxiety issues
- If necessary, walk the child to the lesson/assembly etc - if this is a cause of anxiety
- Reassure families that the school will monitor the child's welfare carefully during the course of the day and communicate with the family if there are any issues

## **HEADS OF YEAR (Secondary)/Attendance Leads (Primary)**

Contribute to and support the continued development of the warm, welcoming, exciting and safe environment for all children.

### **Heads of Year (Secondary)/Attendance Leads (Primary) are responsible for/should:**

- Ensure that attendance is regularly revisited in assemblies
- Develop bespoke plans to support individuals
- Create regular competitions between groups and classes
- Engage with families, where there are on-going attendance issues and make clear both the support and sanctions that are in place to support the attendance of all children
- Meet families, to put in place attendance contracts
- Be fully aware of the school's published, graduated response to support attendance
- Identify specific children or groups of children whose attendance is to be more closely monitored
- Ensure that all class teachers/tutors/mentors maintain notice boards with current data
- Ensure that all children whose attendance meets the published targets are appropriately rewarded
- Ensure that all children whose attendance is improved are rewarded appropriately

## **FORM TUTORS/CLASS TEACHERS**

Form Tutors/Class Teachers are responsible for recording their pupils' attendance on a daily basis, using either the present mark  $\wedge$  or the absence mark N, and submitting this information to the school office.



Form Tutors/Class Teachers may also be asked to meet with parents/carers whose child has a falling level of attendance and is flagged as a concern by the Attendance Officer/Lead.

### **Form Tutors/Class Teachers are responsible for/should:**

- Contribute to and support the continued development of the warm, welcoming, exciting and safe environment for all children
- Welcome each child into the class by name and with a smile
- Be aware, where possible, of absences of each child or patterns in absence in their group and make sure the child is supported in catching up missed work
- Welcome children who have been absent with warmth
- Communicate with colleagues, where necessary, if there are any issues resulting from the absence that other staff should know (concern about work missed, response of other children, possible responses of colleagues) but also where there are possible safeguarding concerns reporting to the school's DSL
- Contact families of children with attendance issues to offer individual support or access to school based support.
- Make sure each child knows their attendance figures and what it means
- Track the class attendance figures and celebrate children in the group with good attendance/ improved attendance percentage
- Ensure that all attendance displays are kept up to date
- Try to check in with any child, who has a period of absence, later in the day to see if they are settling back in well

### **SUBJECT TEACHERS**

Subject teachers are responsible for accurately recording the attendance of all the pupils on their class list. Teachers are expected to highlight any anomalies in their class list - for example students who are attending but are not on the class list and pupils who are not attending and the teacher believes they should no longer be on their class list. Any anomalies should be reported to the Data Manager.

Subject teachers are responsible for highlighting any attendance concerns of pupils on their class list to ensure the relevant staff member/s are aware and follow up action is taken where necessary. Any concerns regarding an individual pupil's attendance should be reported to the Attendance Officer.

### **DESIGNATED SAFEGUARDING LEAD (DSL)**

Providing safeguarding support and advice to attendance colleagues as appropriate, including in response to term-time leave requests and CME cases; taking safeguarding action where necessary.

Meeting with the school Attendance Officer/Team to review the attendance of the pupils on the school's Vulnerable List and agreeing any action needed.

### **SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR (SENCO)**

Meeting with the school Attendance Officer/Team to review the attendance of the pupils on the school's Vulnerable List/SEND Register and agreeing and carrying out any actions needed.

### **Appendix 3: Parent travelling for occupational purposes**

Authorised absence may be granted for a parent travelling for occupational purposes. The Department for Education definition is as follows:

"The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there are genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.

To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.

Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement."

*Working Together to Improve School Attendance,  
DfE 19 August 2024*

#### **Appendix 4: Religious Observance**

Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows:

"As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion..."

Individual religions and their religious observance are too numerous to detail in this document.

Parents should contact the Academy to request leave of absence for all religious observance.

*Working Together to Improve School Attendance,  
DfE 19 August 2024*



### **Request for leave during term time application form**

Parents and carers are reminded that leave of absence taken without permission during term time may result in the issue of a Penalty Notice by the Local Authority. The cost of the fine is £80 per parent, per child if paid within 21 days, rising to £160 per parent, per child if paid within 28 days. Failure to pay an issued fine could result in prosecution in the magistrates' court.

To: Alison Maybury - Head of School

Date: .....

I request consideration for leave of absence during term time for:

Name of Child: (full name) .....

DOB: .....

First date of absence: .....

Last day of Absence: .....

Please state reason for leave (include any exceptional circumstances you wish to be considered):

*Please continue overleaf if required.*

.....  
.....  
.....  
.....  
.....  
.....

I have (an)other child(ren) in (an)other school(s) as follows:

Names	Schools attended

Signature of 1<sup>st</sup> Parent/carer: .....

Print Name: .....

Address:

.....  
.....

Signature of 2<sup>nd</sup> Parent/carer: .....

Print Name: .....

Address:

.....

.....

*After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.*

---

For Office Use Only

Number of school days applied for: ..... Absence request agreed/Not agreed

Reason.....

.....

Signed (Headteacher) ..... Date: .....

Notification of decision letter sent to parent(s): Date: .....

## **Appendix 6: DfE Attendance Codes, Descriptions and Meaning (August 2024)**

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- #** Planned whole school closure
- /** Present in the morning
- \** Present in the afternoon
- L** Late arrival before the register has closed
- C** Leave of absence for exceptional circumstance
- C1** Leave of absence granted by the school for the purpose of participating in a regulated

	performance or undertaking regulated employment abroad
<b>C2</b>	Leave of absence for a compulsory school age pupil subject to a part-time timetable
<b>E</b>	Suspended or permanently excluded but no alternative provision made
<b>I</b>	Illness (not medical or dental appointment)
<b>M</b>	Medical or dental appointments
<b>R</b>	Religious observance
<b>S</b>	Leave of absence for the purpose of studying for a public examination
<b>T</b>	Parent travelling for occupational purposes
<b>G</b>	Unauthorised holiday
<b>N</b>	Reason not yet provided
<b>O</b>	Unauthorised absence
<b>U</b>	Arrived after registration closed
<b>D</b>	Dual registered at another school
<b>B</b>	Attending any other approved educational activity
<b>J1</b>	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
<b>K</b>	Attending education provision arranged by the LA
<b>P</b>	Participating in a supervised sporting activity
<b>Q</b>	Unable to attend the school because of a lack of access arrangements
<b>V</b>	Educational visit or trip
<b>W</b>	Work experience
<b>X</b>	Non-compulsory school age pupil not required to attend school
<b>Y1</b>	Unable to attend due to transport normally provided not being available
<b>Y2</b>	Unable to attend due to widespread disruption to travel
<b>Y3</b>	Unable to attend due to part of the school premises being closed
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention
<b>Y6</b>	Unable to attend in accordance with public health guidance or law
<b>Y7</b>	Unable to attend because of any other unavoidable cause
<b>Z</b>	Prospective pupil not on admission register