



Attendance Policy **2023-24**

This report should be read in conjunction with other policies:-

- [**DfE- School Attendance – May 2022**](#)
- [**DfE- Working Together to Improve School Attendance – May 2022**](#)
- [**DfE- Children Missing in Education – September 2016**](#)
- [**Supporting Pupils with Medical Conditions – December 2015**](#)

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Aims

Our attendance policy aims to:

- support pupils and their parents/carers to fulfil their responsibility in making sure that their child receives a full-time education and is always punctual so that they can access that education to the best of their ability.
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government and Local Authority targets

<https://www.gov.uk/school-attendance-absence>

Principles

So that students can achieve as well as they possibly can, they need to attend School regularly. Missing out on lessons leaves children vulnerable to falling behind. Promoting excellent attendance is the responsibility of the whole School community. Promoting good attendance will also help students to meet the expectations that they will face in the workplace.

The school will promote good attendance through its use of curriculum and learning materials. Good attendance by students will be recognised appropriately. All students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

The attendance policy includes procedural referral agreements that are designed to promote and safeguard the welfare of students. Schools have a duty in law to refer any concerns about persistent poor attendance to the Families First Local Support Team for further action.

Schools are required to take an attendance register twice a day, and this shows whether the student is present; engaged in an approved educational activity off-site; or absent. If a student of compulsory school age is absent every half-day absence from school has to be classified by the School, as either AUTHORISED or UNAUTHORISED. Only School can authorise the absence, not parent/carers. This is why information about the cause of each absence is always required, preferably in writing.

AUTHORISED ABSENCE from school means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

UNAUTHORISED ABSENCES are those which the school does not consider reasonable and is not satisfied with the reasons given for absence. This includes:

- parent/carers keeping students off School unnecessarily;
- truancy for all or part of the school day;
- absences where the school has not yet received an acceptable explanation;

- any other circumstance where the Headteacher has not given authorisation.

Students are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parent/carer and the student. If a student is reluctant to attend, parents/carers should never cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent/ carer.

The school is always willing to support parents/ carers whose children are experiencing difficulties that may result in non-attendance. Parents/ carers should contact the school at an early stage so that we can work together to resolve any problems. Working in partnership nearly always brings success.

When all measures to improve the student's attendance have failed, the Local Authority can issue Penalty Notices or use court proceedings to prosecute parents/ carers or to seek an Education Supervision Order on the student. The maximum penalty on conviction is a fine of £2,500 and/or 3 months imprisonment.

Alleyne's Academy have employed an Educational Welfare Officer (Mrs Bailey), who will work with the students and families to raise attendance and deal with welfare matters. If a parent/carer or a student wishes to contact the Educational Welfare Officer (EWO) themselves to ask for help or information they can do so on (01785 337400), or via email (e.bailey@alleynes.staffs.sch.uk).

Procedures

- Parents/carers will be informed annually via the school website about the school's Attendance Policy.
- The school has a PAUSE system which focusses on Punctuality, Attendance, Uniform, School Planner and Equipment. This is used daily by staff to monitor students' attendance and punctuality.
- Students who achieve good attendance will be recognised in many ways including; congratulations in praise assemblies, letters home recognising good attendance, individual tutor group rewards and an end of year celebration trip.
- If a student is absent from school, parents/ carers should contact the school by telephone before **8.40am**, or via email (attendance@alleynes.staffs.sch.uk)
- If no notification has been received by 10.00am, the school will make first day contact. This contact will be done using the School Comms text messaging service. **If no reply is received the school's Educational Welfare Officer (EWO), will make contact and possibly visit the child's home.**
- Students who arrive late for school must sign in at reception and be marked present by the class teacher/ tutor.

- The official school register will close at:
Morning session – 8.55am **(Students are expected to be in school by 8.40am)**
Afternoon session – 2.15pm
- Where a Head of Progress and Support has concerns that non-attendance is adversely affecting student progress they will consult the parents/carers in the first instance.
- Attendance will be monitored every two weeks by a Senior Leader (Attendance) and letters will be sent home where there are concerns about poor attendance. Home visits will be made where appropriate.
- The Senior Leader (Attendance) may convene a meeting between parents/carers, appropriate school staff, and any relevant external agencies. This meeting may also consider issues of punctuality and behaviour.
- If a student has 20 unauthorised sessions during a twelve week period, a referral to the Local Authority will be made by the school.
- If students are persistently late (10 U codes) over a 12 week period, this can result in a parent/ carer receiving a fixed penalty notice.
- The Local Authority will review the current situation; offer support and consider further action, which could be to recognise that attendance has improved or to follow more formal procedures where attendance has not improved. Following investigation any unresolved issues could result in the parent/carers receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.
- Parent/carers who are subject to a Penalty Notice have 3 choices:
 - pay the £60 fine within 21 days;
 - pay £120 after 21 days but within 28 days;
 - don't pay the fine. In this case, the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1,000 for each student whose attendance is causing concern and for each parent/carers involved in the prosecution.
- The School has a procedure in place for roll call in the events of an evacuation.

Punctuality

At Alleynes we strive to promote high standards of punctuality. Students frequently arriving late to lessons will miss valuable learning opportunities, disrupt the start of the lesson for other students and are fundamentally breaking the school's rules. Therefore, any student that accumulates more than 30 minutes of late marks between Monday and Thursday (12.00pm) will receive an after-school SLT late detention that Friday – parents/ carers will be informed with 24 hours notice via email. **Failure to attend the detention will escalate to day in ACREM Academic removal) and potentially further sanctions.**

Absence During a School Term (Holidays)

In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will NOT be authorised. The Headteacher and Governors have determined that:

- Only exceptional circumstance warrant a leave of absence, which is granted by the Headteacher who will determine the length of time a pupil can be away from school. It is unlikely that a leave of absence will be granted for the purpose of a family holiday.
- Where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Headteacher, no less than 4 weeks prior to the requested date. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed five school days in any one academic year.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare Officer will be notified.

If we suspect a holiday has been taken during term time without a request for leave being submitted, a home visit will be completed and a suspected holiday letter will be sent to parents/ carers. This could result in a fine being issued.

Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

We encourage parents to notify the school at the earliest possible convenience of medical appointment.

This may be via a letter or note in a child's planner. However, parents/ carers may also send in a copy of the appointment letter to be kept on file.

Applications for other types of absence in term time must also be made in advance.

Off-Site Educational Activities

Present at an Approved Off-Site Educational Activity An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school.

Roles and responsibilities

People responsible for attendance matters in this School are:

Policy and Procedures: Mr C. Bailey (DeputyHeadteacher) - c.bailey@alleynes.staffs.sch.uk

Attendance Welfare Officer: Mrs E. Bailey - e.bailey@alleynes.staffs.sch.uk

- **Teaching Staff/ Tutors**

- Mark registers accurately and within the first 5 minutes of the lesson/ tutor period.
- Report any missing students to intervention.
- Use the 'L' code to record any late marks.
- Record the amount of minutes late via SIMS.
- Pass on to reception staff promptly all communications from parents/ carers regarding planned absences.
- Challenge students re: poor attendance/ punctuality.
- Monitor attendance patterns and make referrals to Heads of Progress and Support where there are causes for concern.
- Celebrate excellent attendance.

- **Head of Progress & Support**

- Oversee the tracking of students with poor or irregular attendance.
- Ensure there is rigour in following up pupil absence.
- Arrange meetings with parents/ carers of poor attenders. Arrange home visits where appropriate.
- Monitor the attendance of the year group and liaise with the senior leader (attendance).
- Issue praise letters and incentives for good attendance.
- Have regular pastoral meetings with Deputy Headteacher.

- **Educational Welfare Officer**

- Monitor completion of on-line registers.
- Make first day contact with parents/ carers to establish reasons for absence and alert parents/ carers to cases of absence without their knowledge. This will be done initially using the Schools Comms text messaging system.
- Record all notifications of reasons for absence.
- Print off half termly statistic.
- Liaise with Heads of Progress & Support and Deputy Headteacher (Attendance) via regular meetings.
- Make contact with parents/ carers where there are causes for concern.
- Record contact made in relation to these cases.
- Provide welfare support to students struggling with poor attendance.

- Conduct attendance clinics/ home visits as required.
 - Speak with students on a one-to-one/ group basis regarding attendance.
 - Confirm in writing future requirements regarding attendance and medical notes.
 - Provide feedback – i.e. results of initial investigation and an expectation of future Educational Welfare Officer input.
 - Make referrals to external agencies (where appropriate).
 - Complete appropriate paperwork that might be leading to the issue of a fixed penalty notices or initiate court proceedings.
- **Senior Leader (Attendance)**
 - Review and update whole-school attendance policy.
 - Meet regularly with Heads of Progress & Support.
 - Attend multi-agency attendance meetings.
 - Monitor patterns of attendance by specific user-groups.
 - Report on attendance patterns to the SLT and governing body every half term.
 - Provide information for the Families First Local Support Team when requested.
 - Liaise with Educational Welfare Officer.
- **Governors**
 - Review whole-school attendance policy.
 - Set annual attendance targets.
 - Review attendance patterns.

Using Attendance Data

- A pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.
- The Attendance Administrator/Manager will provide relevant teachers with regular attendance for each pupil within their tutor group/class.

Pupils will be grouped into categories based on their percentage attendance as follows:

GREEN GROUP
96% - 100%
REGULAR SCHOOL ATTENDANCE - THIS IS EXCELLENT!

YELLOW GROUP
90% - 95%
LOW ATTENDANCE (MONITOR) – INTERVENTIONS REQUIRED

RED GROUP
Less than 90%
PERSISTENT ABSENCE PUPIL – CAUSE FOR CONCERN

Attendance during the school year	Equals this number of days absent	Which approximates to this many weeks absent	Which means this number of lessons missed
100%	0	0	0
97%	5 days	1 week	25 lessons
95%	10 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks (half a term)	150 lessons
80%	39 days	8 weeks	200 lessons

Summary

The School has a legal duty to publish its absence figures to parents/ carers and to promote good attendance. Equally, parents/ carers have a duty to make sure that their children attend. School staff are committed to working with parents/ carers as the best way to ensure as high a level of attendance as possible.

Further Information

This policy should be read in conjunction with our policies on: safeguarding, behaviour and SEN. Please also follow this link for further advice: <https://www.gov.uk/school-attendance-absence>