



# Attendance Policy

## Review Summary

<b>Adopted:</b>	<b>Sep 2017</b>
<b>Review Cycle:</b>	<b>Bi-annual</b>
<b>Last Review:</b>	<b>Jan-2021</b>
<b>Next Review:</b>	<b>Jan 2023</b>

## **1. Introduction**

- 1.1. The Trust is committed to providing a full and effective educational experience for all pupils. We believe that if pupils are to benefit from education, punctual, daily attendance is crucial. Irregular attendance undermines the educational process and can lead to educational and social disadvantage.
- 1.2. The Trust actively promotes and encourages 100 per cent attendance for all our pupils. We recognize that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.
- 1.3. If there are problems which affect a pupil's attendance, we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

## **2. Legislation**

- 2.1. The Education Act 1996 requires parents/carers to ensure their children receive effective, full-time education, either by regular attendance at school or otherwise. Schools and Academies are responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session.
- 2.2. The government expects:
  - a. Schools and local authorities to:
    - Promote good attendance and reduce absence, including persistent absence;
    - Ensure every pupil has access to full-time education to which they are entitled; and, act early to address patterns of absence.
  - b. Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
  - c. All pupils to be punctual to their lessons.
- 2.3. These requirements are contained in:
  - a. The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
  - b. The Education (Pupil Registration) (England) Regulations 2006
  - c. The Education (Pupil Registration) (England) (Amendment) Regulations 2010
  - d. The Education (Pupil Registration) (England) (Amendment) Regulations 2011
  - e. The Education (Pupil Registration) (England) (Amendment) Regulations 2013
  - f. The Education (Pupil Registration) (England) (Amendment) Regulations 2016

**3. What you can expect from the Ted Wragg Multi Academy Trust:**

- a. We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- b. We will work closely with parents/carers where pupil's absence is cause for concern.
- c. We will support pupils to achieve good attendance and punctuality.
- d. We will support pupils returning to school after prolonged absence.

**4. What the Ted Wragg Multi Academy Trust expects from pupils:**

- a. To attend regularly and on time.
- b. To be punctual.

**5. What the Ted Wragg Multi Academy Trust expects from Parents/Carers:**

- a. To ensure their child attends the academy on those days it is open, punctually, dressed in full uniform and equipped to learn.
- b. To ensure their child attends every day the Academy is open unless they are too ill to do so.
- c. To avoid arranging holidays during term time.
- d. To immediately inform the Academy if their child is unable to attend.
- e. To avoid making medical appointments during school time as far as possible.

**6. Managing Attendance**

- 6.1. Refer to Appendix A for an individual academy's managing attendance procedures.
- 6.2. If an attendance award system is used within a school, an attendance reward will take exceptions for 'authorised absence' into account, which are pupils whose absence marks relate to a recognised impairment (as the Disability Discrimination Act requires us to treat those with a disability 'more favourably') or those pupils granted leave for religious observance.

**7. Punctuality**

It is the responsibility of parents/carers to ensure their child attends full time education and arrives at Academy on time. Punctuality is monitored by the Academy and parents will be contacted if their child is not arriving to Academy on time. If a child persistently arrives after the registers close, cases will be referred to the EWO who may consider issuing a Penalty Notice.

**8. Authorised Absences**

- 8.1. Absences from school will only be classified as authorised for the following reasons:
  - a. Genuine illness
  - b. Unavoidable medical / dental appointments
  - c. Days of religious observance
  - d. Exceptional circumstances, such as bereavement or marriage of an immediate family member

- e. Seeing a parent who is on leave from the armed forces
- f. External examinations
- g. When Traveller children go on the road with their parents

## **9. Absences during Term Time**

- 9.1. Permission must be sought in advance to take a pupil out of school during term time, which can only be requested from a parent/carer with parental responsibility and with whom the child normally lives.
- 9.2. If the circumstances relating to this request are considered exceptional and the absence is authorised by the academy, the authorising of the absences will be conditional on the child's attendance being satisfactory up to the date covered by this request. If the academy withdraws the authorisation due to the attendance dropping to an unacceptable level, the parent/carer will be informed of this in writing.
- 9.3. If a request is refused and the child is taken out of school, this will be recorded as an unauthorised absence, which may then be liable to a penalty notice, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

## **10. Truancy**

It is the legal responsibility of parents/carers to ensure their child attends all lessons as required. Parents/carers will be informed by the Academy if their child has been identified as truanting from the Academy. Persistent cases may be referred to the EWO who may consider issuing a Penalty Notice.

## **11. When Attendance Causes Concern**

- 11.1. If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority.
- 11.2. The Academy will utilise the support of the Education Welfare Service (EWS), where attendance is a concern. The EWS service can support and advise parent/carers who may be experiencing difficulties with their child's attendance.
- 11.3. If attendance continues to be unacceptable, the academy, with support from the EWS, will instigate the fast track to prosecution process as per the flow chart in Appendix B
- 11.4. For continued unacceptable attendance the local authority may make the decision to issue a Penalty Notice, requiring a parent to pay a fine of up to £120 per parent/carer. In certain circumstances, a parent/carer may be prosecuted and be required to attend the Magistrates Court where they could face up to 3 months imprisonment and/or a fine of up to £2,500. The parent/carer will be given every opportunity to improve their child's attendance and they will receive a written warning before any legal action is taken.

## **12. Policy Circulation**

- 12.1. This Policy will be published on the Trust's website and included in the Trust's Policy Monitoring Schedule.
- 12.2. This Policy will be circulated to every Member, Trustee/Director, Governor and Senior Employee by sending an email to the link on the Trust's website on an annual basis and when each new Member, Trustee/Director, Governor and Senior Employee joins the Trust.
- 12.3. The Trust Executive Team, is responsible for overseeing, reviewing and organising the revision of this Policy.

## **Adoption of the Policy**

This Policy has been adopted by the Trustees of the Ted Wragg Multi Academy Trust.

**Signed**

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

**(Chair of Trust)**

**Date:** 20.01.21

# Annex A - Cranbrook Education Campus Attendance Policy 2020/21

## Introduction

Cranbrook Education Campus is committed to providing an outstanding educational experience for all students. We believe that if pupils are to benefit from education, outstanding attendance is crucial. Poor attendance undermines progress and attainment and can lead to social disadvantage. As a Campus we do all that we can to ensure maximum attendance for all students. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the goal of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career and establishes a good pattern for later life. Our school will actively promote and encourage 100% attendance for all our pupils. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

## Objectives

- To encourage 100% attendance and punctuality for all pupils
- To ensure that parents and carers are aware of attendance / punctuality concerns promptly
- To work with our Attendance Officer (AO), Educational Welfare Officer (EWO) and other appropriate agencies to support 100% attendance & punctuality
- To record and monitor attendance and absenteeism and apply appropriate strategies for improvement
- To acknowledge and reward a successful record of attendance through the school's rewards system
- To ensure a consistent approach throughout the school
- To improve attainment and achievement of pupils through improved levels of attendance.

## The Attendance Officer (AO)

The AO aim is to ensure that every child has the opportunity to benefit from a full time education by attending school regularly. The AO can help and advise parents and carers who may be experiencing difficulties that prevent this. It is the responsibility of parents and carers to ensure that their child attends school regularly and the AO expects them to do all that is necessary to make sure this happens.

## Statutory Attendance Responsibilities

There is a legal responsibility to have a morning and an afternoon registration.

*The School will:*

- Record and monitor attendance and absence. Legally we are required to do this twice a day.
- Use electronic registration system to record and monitor attendance of all lessons during the school day to ensure the safety and welfare of all students.
- Record and monitor the punctuality of all students and, where necessary, inform parents of persistent lateness and apply appropriate consequences (Registers are closed at 9.40am, and 1.30pm).

- Only authorise student absence in exceptional circumstances.
- Maintain a strong home-school relationship to inform and support parents with their child's attendance. The school uses an automated system to follow up daily absences. This is supported by Pupil Services.
- Work closely with the school's Attendance Officer/Education Welfare Officer and other appropriate agencies where there are concerns regarding attendance.
- Help to investigate, identify and resolve any issues with children and their families, which prevent full attendance at Cranbrook Education Campus.
- School will do everything possible to help return pupils to full attendance.
- Promote the importance of attendance through weekly assemblies, tutorial time, subject lessons, attendance projects and interventions.
- Celebrate and reward pupils who achieve 100% or improve their attendance and punctuality throughout the academic year.

*Parents will:*

- Ensure their children arrive on time to school with the correct equipment and full uniform.
- Be aware that any person who has the care of a child or who has parental responsibility is responsible for ensuring good attendance.
- Ensure that they are fully aware of school attendance procedures.

### **Methods of Reporting Absences**

In any case of absence, parents/carers should contact the school by one of the following methods:

1. By phone to the Campus – There is a dedicated absence line option through 01404 823293
2. Email from an agreed account (i.e. the registered home email address) to Attendance – [attendance@cranbrookeducationcampus.org.uk](mailto:attendance@cranbrookeducationcampus.org.uk)
3. Personal contact through Pupil Services or pupils tutor.

### **Roles and responsibilities**

Heads of Year will be accountable for attendance matters within their respective Year groups.

*The responsibilities of the Tutor will include:*

- Consistently following the school's attendance procedures.
- Accurately recording and monitoring attendance and absenteeism of pupils in their Tutor Group and alerting the Head of Year to any concerns.
- Ensuring that all unexplained absences in their Tutor Group are cleared by the end of each half term.
- Encouraging 100% attendance and punctuality in their Tutor groups.
- Rewarding students with a successful record of attendance through the school's rewards system.

*The responsibilities of the Head of Year will include:*

- Consistently following the school's attendance procedures.
- Ensuring Tutors are clear on their responsibilities and that they consistently follow school attendance procedures.
- Encouraging 100% attendance and punctuality in their Year.

- Ensuring that parents and carers are aware of attendance / punctuality concerns promptly.
- Working with the AO and other appropriate agencies to support 100% attendance & punctuality.
- Recording and monitoring attendance and absenteeism for all pupils (including analysis of sub-groups) within their Year and applying appropriate strategies.
- Acknowledging and rewarding a successful record of attendance through the school's rewards system.
- Improving attainment and achievement of pupils through improved levels of attendance.
- Holding Tutors accountable for attendance data and procedures.

*The responsibilities of the Senior Leader in charge of attendance will include:*

- Promoting 100% attendance and punctuality across the school.
- Monitoring attendance data through Attendance Panel Meetings.
- Monitoring that Heads of Year and EO are following the school's attendance procedures, which include ensuring all unexplained absences are cleared up by the end of half term within their Year/tutors.
- Holding Heads of Year accountable for attendance data and procedures.
- Monitoring whole school attendance data and key indicators.
- Monitoring adherence to the school's attendance procedures.

*The responsibilities of Subject Teachers will include:*

- Promoting 100% attendance and punctuality across the school.
- Consistently following the school attendance procedures.
- Ensuring that lesson registers are taken consistently and are accurate for each lesson.
- Monitoring the attendance of pupils in their class.
- Rewarding pupils for high levels of attendance and punctuality.
- Alerting the relevant Tutor to attendance concerns.

The responsibilities of Subject Leaders will include:

- Promoting 100% attendance and punctuality across the school.
- Rewarding students for high levels of attendance and punctuality.
- Consistently following the school attendance procedures.
- Monitoring that lesson registers are taken consistently and are accurate for each lesson across the department.
- Working with Heads of Year to raise attainment and achievement of pupils through improved levels of attendance.
- Hold subject Teachers accountable for lesson attendance data and adhere to school attendance procedures.
- These roles and responsibilities are supported by Pupil Services and AO.

*The responsibilities of Pupil Services will include:*

- Input attendance data into SIMS where appropriate.
- Initiate and manage the school's Truancy system or equivalent.
- Produce fire registers for AM and PM registration – Updated each half term.
- Produce attendance data (including sub-groups) for Tutors, Heads of Year and SLT Attendance Lead.
- Alert Tutors and Heads of Year to attendance concerns.



## **When Attendance causes concern – BAAE Audit**

- Tutors will set targets to encourage good attendance and to address any concerns.
- Contact will be made with parents to advise them of poor attendance.
- Pupils may be put on daily report and / or an Individual Attendance Improvement Plan for lateness or poor attendance.
- Parents may be asked to provide medical evidence if there are a high number of absences due to illness.
- A referral will be made to the AO/EWO.
- In extreme cases a Penalty Notice may be issued.

## **Action to improve attendance**

### **Below 96%**

- Tutor discusses attendance with pupil.
- Tutor identifies issues affecting pupil and supports appropriately.
- Attendance will become a pupil target to improve.
- Initial threshold (Green) letter sent to parents/carers by Head of Year/AO – Attendance certificate included and Early Help offered.

### **Below 92%**

- Tutor support for pupil continues.
- Head of Year and AO discuss attendance with student.
- Threshold Letter 2 (Amber - including reference to legal obligations) sent to parents/carers by AO – Attendance certificate included.
- A variety of pastoral support strategies will be used to improve attendance.

### **Persistent Absenteeism**

- Tutor support for pupil continues.
- Threshold 3 letter issued by AO – Attendance certificate included.
- Head of Year, AO, EWO and SLT meet with parents/carers to discuss strategies to improve attendance – notes of the meeting to be recorded.
- Penalty Notice discussed.
- Deadline set for improvement.
- Pastoral Support Programme continues and involvement of Pupil Support/Additional Services if needed.
- If there is no improvement the AO/EWO will recommend that Penalty Notice issued.

### **Monitoring**

- Weekly Year briefings and scheduled Year meetings to include discussion on Year attendance data and identification of students causing concern. Strategies for improvement shared.
- Two weekly Attendance meetings between Head of Year and AO held to monitor Year attendance and identify concerns and implement support strategies.
- Year attendance will be a standing item on all Year meetings.
- Reports will be produced comparing the attendance levels of groups of students.

Comparison will be by:

- Year group
- Gender
- SEN

- Ethnicity
- FSM
  
- Tutors and Heads of Year will monitor attendance levels continuously.
- Tutors will take the initial steps to reduce levels of absence. The Head of Year will monitor this.
- Follow-up work will then be undertaken by the Head of Year, with involvement of the EO where appropriate.
- Heads of Year will monitor the attendance of all sub-groups within their Year group.
- SLT will monitor year attendance levels (Inc. subgroups) with Head of Year during Thursday morning meetings.
- A termly audit on overall percentage attendance will take place for the whole school by the relevant Attendance SLT link.

## Appendix B – Fast Track to Prosecution Process

**Fast Track Process Begins** - Letter sent to parent/carer - Meeting arranged



**1st Fast Track Meeting held with parent/carer** - Action plan completed at the meeting consisting of supportive interventions, with targets set for 4 week period. Follow up letter sent to parent, confirming outcome and possible consequences.



**Review meeting held** - Has attendance improved to agreed level?



**Yes** - Celebrate and reward, confirmation letter sent, close case



**No** - If mitigating circumstances, extend for a further 4 week period and issue an update letter to the parents



**No** - If no mitigating circumstances or attendance hasn't improved after the extended 4 week period, EWS to initiate legal proceedings, which will either be a penalty notice or the subject of court proceedings.

