ATTENDANCE POLICY

Passmores Academy

Part of the Passmores Co-operative Learning Community

Contents

1. Aims

PCLC aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence

- Ensuring every pupil has access to full-time education to which they are entitled

- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Positive behaviour and attendance are essential foundations for a creative and effective teaching and learning environment.

Attendance should be in line with government minimum expectation, i.e every session available to the student, aiming for 100%.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the [school census](), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 The school day (Passmores Academy)

Passmores Academy runs on a two-week timetable, with no change to the times of the day between Week 1 and Week 2.

Monday:

0845 Registration

0905 Period 1

1005 Period 2

1105 Break

1125 Period 3

1225 Years 8 & 9 Period 4 (Lunch for All Other Students until 1255)

1255 Years 7, 10 and 11 Period 4 (Years 8 & 9 Period 4 continues)

1325 Years 8 & 9 Lunch (Until 1355)

1355 Period 5

1455 Registration

1500 End of day

Tuesday to Friday

0845 Registration

0910 Period 1

1010 Period 2

1110 Break

1130 Period 3

1230 Years 8 & 9 Period 4 (Lunch for All Other Students until 1310)

1310 Years 7, 10 & 11 Period 4 (Years 8 & 9 Period 4 continues)

1330 Years 8 & 9 Lunch (until 1410)

1410 Period 5

1510 Registration

1520 End of day

3.2 Attendance register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken in Secondary and Primary school at 08:50 each school day and once again at 15:10. In Secondary, between time lesson by lesson registers are taken to ensure safety procedures are adhered to. It will identify whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

3.3 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by telephone, on the absence line, at the start of the day or as soon as practically possible (see also section 6).
Absence line number: 01279 700877

Medical evidence will be required for prolonged absence.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this. In the event of evidence being provided this will become authorised.

Persistent Absenteeism (PA)

Any student whose attendance falls to or below 90% is defined as a Persistent Absentee. Students' absences will not be authorised for any child whose attendance is at or below 94%. Every absence must be supported by official documentation proving appointments, on-going illness/ medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the School. Students whose attendance are below 94% are met with their parents/carers by the Education Welfare Manager and home visits are normally carried out if the student has an unauthorised absence without a valid reason.

3.4 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 student should be out of school for the minimum amount of time necessary.

Please provide letters, appointment cards or any medical evidence deemed appropriate so that the absence can be authorised. A note in the planner is also advised.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.5 Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.
A student who arrives after the register has closed will be marked as absent, using the appropriate code. If a U code is used, a student's attendance record will be affected.

Passmores: Students arriving after 09.10 must report to Student Services where their details are recorded in a late book. Students must then proceed to their timetabled lesson.

Parents may be invited in to a meeting to discuss ongoing punctuality concerns.

3.6 Following up absence
- The school will follow up any absences to ascertain the reason for absence,
- ensure proper safeguarding action is taken if appropriate
- identify whether the absence is approved
- identify the correct attendance code to use.
- If your child is absent for 10 consecutive days (20 school sessions) with no explanation for the absence and we are unable to contact you or any of the named contacts, your child will be reported to the Children Missing Education Team. ESSEX COUNTY COUNCIL Children Missing from Education Policy Missing Education and Child Employment Service (Updated September 2016)

    https://schools.essex.gov.uk/pupils/Attendance_Compliance/Pages/ChildrenMissingFromEducatio n.aspx

3.7 Reporting to parents

Students' attendance records are readily available on the SIMs Learning Gateway Portal (moving to the SIMs app in 2020).

Attendance is also included in the School Reports, sent termly in the Autumn, Spring and Summer Term.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Schools may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as 'Being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the discretion of the school.

Valid reasons for **authorised absence** include:

- Family bereavement
- Illness and medical/dental appointments – as explained in sections 3.3 and 3.4
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision

Apart from in exceptional circumstances, *we will not agree leave during term time:*

- At any time in September. *It is* very important that your child settles into their new Year as quickly as possible.
- During assessment and test periods in the school's calendar affecting your child.
- When a student's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

Examples of **unauthorised** absence are:

- Absences which have never been properly explained
- Children who arrive at school too late to get a mark on the attendance register
- Shopping
- Birthdays
- Helping to look after siblings
- Holidays (except in exceptional, previously agreed by the school)

- Study leave – study leave is not granted by default, and is only granted to students in year 11. Provision will still be made available for students who wish to revise in school

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the school, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance

Helping to create a pattern of regular attendance is the responsibility of parents, students and all members of school staff. Good attendance is classed as being 98% and above.

For the policy and procedures to be effective, it is important that all concerned play an active role and contribute to the partnership, i.e. parents, students and teachers.

Awards will be given each term to students who achieve throughout the academic year
i)   100% attendance
ii)   Improved attendance

Each term, letters are sent home to all students' parents and carers informing them of their child's attendance and offering congratulations or advice as necessary.
Awards will be given each term to tutor groups who achieve 100% attendance. All awards will be presented in assembly.

Additionally, the following support is provided for parents/carers:

- Parents/carers are given details on attendance in our newsletters, SIMS Learning Gateway, School App.
- Report on attendance to parents/carers termly and annually in their child's school reports.
- Contact parents/carers should their child's attendance fall below the school target for attendance of 96%
- Celebrate excellent attendance by displaying and reporting individual and House achievements
- Reward good or improving attendance with certificate, badges and school trips

6. Attendance monitoring

The attendance officer monitors student absence on a daily basis. The Education Welfare Manager monitors the overall attendance of all students and works across The Trust to ensure correct procedures are followed and interventions are put in place to promote and support regular attendance of all students.

- Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.3).

- If after contacting parents a student's absence continue to rise, we will consider involving the Local Authority. The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

- Student-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with local governors and trustees.

7. Roles and responsibilities

7.1 The Local Governing Body

The Local Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal/Headteacher to account for the implementation of this policy.

7.2 The Principal/ Headteacher

The Principal/Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to local governors.

The Principal/Headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

7.3 Role of The Attendance Officer and Education Welfare Manager

The Attendance Officer:

1. Telephone calls from parents on the day of absence should be recorded and the information is recorded into the student's profile.

2. Monitor all students' attendance and punctuality and daily absence/late texts are sent and followed up by telephone calls or letters.

3. Student Services will maintain an "off-site" book in which students who have left site during the school day have the reasons recorded.

4. Students may only leave site during the school day if:

- there is a formal letter from the parent or a medical appointment letter has been provided

- the letter is accepted by the Head of House or Member of SLT and signed

- the student signs out at Student Services and is given a slip authorising him/her departure.

The Education Welfare Manager will:

1. Take part in LA initiated projects.

2. Show parents that unjustified absence will have a detrimental effect on students' learning.

3. Make regular telephone attendance checks from the school office.

4. Contact and meet with parents when patterns begin to emerge.

5. Send termly letters home informing parents/carers of their child's attendance record to date.

6. Monitoring of attendance and action plans, home visits and possible legal/court proceedings in serious cases.

   - Pursues unauthorised absence and liaises with families and outside agencies to support and promote regular school attendance

   - Works with the Local Authority to tackle persistent absence

   - Arranges calls and meetings with parents to discuss attendance issues

   - Advises the Principal when to issue fixed-penalty notices or seek prosecution

7.4 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

7.5 Office/Reception staff

Office/reception staff are expected to take calls from parents about absence and record it on the school system and pass this information to the relevant staff.

8. Monitoring arrangements

This policy will be reviewed annually by the Trust Board or sooner if there are changes to legislation. The policy was approved on **11th July 2019.**

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

10. HOW POOR ATTENDANCE IMPACTS ON HOURS OF LEARNING

Description	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190 Days	0	0
	99%	188 Days	2	10
Good	98%	186 Days	4	20
	97%	184 Days	6	30
Satisfactory	96%	182.5.Days	7.5	37.5
Description	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Cause for Concern	95%	180.5 Days	9.5	47.5
	94%	178.5 Days	11.5	57.5
	93%	176.5 Days	13.5	67.5
Unsatisfactory	91%	173 Days	17	85
Serious Cause for Concern	90%	171 Days	19	95
	89%	169 Days	21	105
	88%	167 Days	23	115
	87%	165.5 Days	25	125
	86%	163.5 Days	26.5	132.5
Critical	85%	161.5 Days	28.5	142.5

For more information on the support available to parents, please refer to our **Parents' Page** on Passmores' website, www.passmoresacademy.com. This can be found by looking under the **Community** tab, or directly by accessing this link: http://www.passmoresacademy.com/343/parents-page

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day