



**Emneth
Academy**

Emneth Academy
Whole School Attendance Procedures
(to be read in conjunction with the Eastern Multi Academy Trust's Policy)

Introduction

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and our Academy's attendance procedure document is written to reflect these laws and the guidance produced by the Department for Education and Skills.

Each year the Academy will examine its attendance figures and set an attendance target. Performance towards the target is monitored and reported to the Governing Body and the Trust.

The Academy's target is 96.5%.

The Academy will review and monitor its practices for improving attendance at regular intervals to ensure that it is achieving its set goals.

These procedures are set as guidance for all our staff dealing with attendance. Each child's attendance is considered on an individual basis.

School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. See appendix 1 for categorisation of absence.

Morning registration will take place at the start of school at 8:50 am. The registers will remain open for 30 minutes. Any pupil arriving after 9.20 am will be marked as being absent (U – unauthorised absence) unless there is an acceptable explanation, for example school transport was delayed. In cases where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. The afternoon registration will open at 1.00 pm and will close at 1:30 pm.

Pupils arriving after the start of school, but before the end of the registration period, will be marked as late (L – authorised absence). Minutes late are also recorded on the management information system).

Daily procedures when a child is absent

Parents/Guardians are asked to telephone the school before 10.00 am to report their child absent from school.

If a child is absent and the class teacher or office has no knowledge of their absence, then the procedure below will be followed:

1. The class teacher will inform the attendance officer/school office via the register, noting any information they may have received;

2. A member of the admin team will contact with parents after 10.00 am. Initially, telephone calls will be made to parents who live with the child. If there is no response, other emergency contacts recorded for the child will be called; and
3. If no response is received a member of the Senior Leadership Team will be informed.

The Academy will continue to try, wherever possible, to follow this up daily, until a satisfactory answer to why the child has been absent has been received. If the child returns to school and no satisfactory answer is received, the absence(s) will be registered as an unauthorised.

Should there be any concerns at all regarding the welfare of a child then a home visit will be carried out by staff members.

Sixth Day Absence

If there has been no contact for 6 days then the school will notify the Attendance Team. A letter will be sent to the parent/guardian asking them to contact the school as soon as possible.

Ten Days Absence

The absence of any pupil without an explanation for 10 consecutive days will be notified to the Local Authority by submitting a referral to the Children's Services Attendance Team. The school will include details of the action that they have taken.

Persistent Absence – All the stages below are dealt with on an individual basis

It is the responsibility of the Academy's Attendance Officer to be aware of, and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the Academy will try to resolve the problem with the parents through the following stages, moving to the next stage each time if there is no significant improvement in attendance:

Stage 1	96% + No intervention needed.
Stage 2	At the end of each half term, where attendance has dropped below 95% the Academy's Attendance Officer will contact parents/carers by letter to raise concerns and give parents/carers the opportunity to come in and discuss any attendance issues.
Stage 3	At the end of each half term, the parents/carers of any child whose attendance is below 90% will be sent a letter informing them that no further absences will be authorised unless accompanied by medical evidence. Parents/carers are also given the opportunity to come in and discuss any attendance issues
Stage 4	If no improvement is made, the Attendance Officer will refer the matter to the Principal to discuss next steps. In the case of any further unauthorised absence(s), the class teacher will make a call home to parents/carers.
Stage 5	A meeting will be set up with the parents/carers to explain the next stage, which may be intervention, fast track or referral for a fixed penalty notice.

A Welcome Back

It is important that on return from an absence pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Absence notes

Notes received from parents explaining absence should be filed within the individual pupil's file and held in the school office for the remainder of the child's time at the Academy.

Promoting attendance

The Academy will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children attend in order to receive their education.

The Academy uses a variety of rewards for pupils and their parents/carers who have good or improving attendance:

- Attendance assemblies take place on a Monday and the class with the highest % attendance for the previous week will receive a reward to be taken on Friday afternoon.
- At the end of each full term, parents of all pupils that have achieved 100% attendance from the start of the academic year will receive a letter, congratulating them and thanking them for their support.
- At the end of the academic year, all pupils who have achieved 100% will receive a reward.

Holidays in term time

Holidays during term time are actively discouraged. Parents are reminded of the effect that absence can have on a pupil's potential achievement. The current regulations from the Department for Education say that Headteachers/Principals may not give permission for leave of absence during term time for any reason unless there are exceptional circumstances. Parents must apply in advance for permission for any leave of absence.

Intervention

The Local Authority operates a system where any pupil will meet the criteria for legal intervention when they have:

1. 10 or more sessions (2 sessions is 1 day) of unauthorised absence, or
2. 85% attendance or less, with at least 15% unauthorised absence over a 6 week period;

The intervention is normally in the form of a Fixed Penalty Notice. Any pupil at Emneth Academy who meets either of the criteria due to an authorised holiday, will be referred to the Local Authority for action to be considered.

Attached at Appendix 2 are our quick reference attendance intervention procedures.

The Registration System

The Academy uses an electronic register system.

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years.

Computer registers must be printed out monthly.

Register Security

The electronic registers are all password protected and adhere to the new GDPR legislation. A blank paper register is given to class daily in case there are internet issues. Once all the registers have been entered, a paper copy is printed off daily so it can be used in case of an evacuation. These are disposed of securely daily.

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable

- a. to his age, ability and aptitude and
- b. to any special needs he/she may have, either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:
The Education [Pupil Registration] (England) Regulations 2006

Categorisation of Absence

1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

Quick Reference Attendance Intervention

The table below is a structure for intervention with students who may have attendance issues and who will support them. This will help to clarify staff roles.

Stage	Pupils Attendance	Staff Intervention
1	96+%	No intervention
2	94 – 96%	Class teacher, SENDCO, DSL
3	90 – 94%	Class teacher, SENDCO, DSL and Principal and Attendance Team
4/5	Below 90% (Persistent Absence)	Principal and Attendance Team

Every week the following will happen:

- Daily monitoring of disadvantaged pupils.
- Highlighting pupils with poor attendance
- Identifying patterns.
- Implementing the necessary intervention and support.
- Measuring the impact of the support
- Monitoring for unauthorised holidays, referrals for Fixed Penalty Notices.

Class teachers, SENDCO and Safeguarding Leads must liaise with the Attendance Team if they identify any pupils with attendance concerns.

Disadvantaged children will also be a focus to ensure they are attending in line with non-disadvantaged children within the Academy.

All members of staff can refer any attendance concerns to the Principal, SENDCO or Attendance Team.

Attendance Process

Stage	
1	<p>100% attendance letters sent our termly</p> <p>Weekly attendance assemblies</p> <p>Class rewards</p> <p>Attendance is monitored half termly</p> <p>% attendance is recorded monthly on newsletters</p>
2	<p>Early intervention</p> <p>Teaching monitoring</p> <p>Teachers to contact parents – Any meetings/discussions with parents should be recorded and a copy passed to the Attendance Team for filing.</p> <p>At the end of each half term letters will be sent to parents with child's attendance below 95%</p>
3	<p>Formal School Action</p> <p>Half termly – letters to be sent out to parents in relation to persistent lates, low attendance and persistent absences.</p> <p>At the end of each half term letters will be sent to parents with child's attendance below 90%</p> <p>Half termly - Attendance Team meet with Principal</p> <p>Evidence gathering</p>
4/5	<p>Pre fast track meetings held – Targets set and reviewed.</p> <p>Attendance Team to initiate fast track.</p> <p>If Targets are not met, evidence is gathered, paperwork prepared, legal proceedings commenced, court appearance.</p> <p>Fixed Penalty Notice Referral's made</p>