

AXE VALLEY ACADEMY

POLICY



Attendance Policy & Procedure

Updated: Feb 2020

Attendance Policy

Section One: Aim, rationale and implementation of the policy

Aim

The aim of this policy on attendance is to enable maximum student attendance in Years 7 to 11 by encouraging parents to ensure that their children take full advantage of their educational opportunities and offer equality of opportunity by regular and punctual attendance at school.

In particular, this policy seeks to:

1. Establish and maintain a high level of attendance.
2. Raise the profile of attendance and make it a priority for staff, students, parents and Trustees.
3. Ensure attendance procedures are effective and consistent.
4. Ensure the marking of registers is completed accurately, consistently, reliably and within agreed timescales. Attendance data will be used to provide an effective monitoring system and to inform practice and target resources.
5. Develop a systematic approach to gathering, analysing and acting upon attendance data in order to target attendance related issues.
6. Identify students and groups of students whose absence is giving cause for concern and target resources to work toward the resolution of any difficulties being experienced.
7. Promote an effective whole-school approach to the management of attendance where each member of the school community, including staff, parents and students are aware of their roles and responsibilities and makes an effective contribution.

Rationale

To maximise attendance at school and make this a priority, the school will seek creative solutions to attendance problems wherever possible, recognising any particular needs of individuals or groups. This includes the use of curricular flexibility – and educational alternatives at Key Stage 4 – as appropriate. Close links are maintained with the Education Welfare Officer (EWO) and the Devon County Council Inclusion Team in order to provide additional support. Students are expected to attend the school full-time, on time, unless the reason for their absence is unavoidable. Parents are expected to work closely with school staff in resolving any difficulties at an early stage. The school will operate in accordance with the prescribed regulations regarding the marking of registers, granting of leave, the removal of students from roll and the authorisation of absence. Any concerns about attendance should be referred to the appropriate Year Leader who will involve the Assistant Head – Pastoral and the EWO if necessary.

Guidelines for Implementation of the Attendance Policy

Managing Absence

- Approval for holidays during term is not an entitlement and permission has to be sought from the Head Teacher using the appropriate form. The Head Teacher will liaise with the Inclusion Officer to ensure that holiday is correctly recorded as authorised or unauthorised. Holiday absence will only be authorised in exceptional circumstances.
- Axe Valley Academy will report unauthorised absences for holidays in term time of 10 or more half day sessions in a 6 month period to Devon County Council. Devon County Council will then decide whether to issue a penalty notice.
- The school will inform parents on an annual basis regarding the policy on term time holidays and the implications.

Class Teachers

- The school register opens at 8.50am. Any students arriving after the register is started must be marked as late. If a register cannot be taken electronically ensure that a paper copy is returned to Student Support promptly.
- Ensure that registers are accurately completed and sent electronically for each lesson unless there is no access to ICT.
- Identify, within each lesson, any students who clearly should be present in the lesson but are not and inform the Inclusion Officer or Pastoral Support Workers as soon as possible.
- When a student is known to have truanted from a lesson, follow this up by making sure they have caught up the missed work in detention time.
- Ensure that appropriate work is set and marked for long-term absentees where appropriate so that return to school is made as easy as possible.
- Ensure that those who return from long-term absence are provided with appropriate support to enable them to access the learning within the lesson.

The Form Tutor

- Legal requirement. Ensure that registers for afternoon registration is accurately completed and sent electronically. Afternoon registration opens at 2pm.
- Tackle any instances of inappropriate absence with the student and alert the Year Leader so that parental contact can be made
- Encourage high attendance through constant reinforcement of the importance of regular attendance in school.
- Liaise with the Year Leader as early as possible where there are issues of attendance and punctuality with individual students. Inform students when sanctions such as detentions are imposed.

Year Leaders

- Monitor carefully the attendance of students within the year group, taking note of any patterns amongst students from particular groups, particular times of the week or particular subject areas. Inform Assistant Head – Pastoral of any identified patterns and contact parents as appropriate.
- Liaise with the Assistant Head – Pastoral to decide upon referrals to the Education Welfare Officer.
- Liaise with the Pastoral Support Workers to ensure that students with poor attendance are receiving appropriate levels of support.
- Monitor particularly closely the attendance of Persistent Absentees, students who are Pupil Premium, students with SEN, children in care, those with deteriorating levels of attendance and those at risk of disaffection.
- Foster a positive attitude to school attendance within the year groups through assemblies and constant reinforcement with students. Ensure that certificates for excellent attendance are given out each term.
- Liaise with parents to identify ways in which long-term absentees can be reintegrated effectively.
- Implement sanctions where there have been instances of truancy or unacceptable lateness.
- Keep form tutors informed of action taken in relation to particular students.

Inclusion Officer

- Operate personal first day contact for all students who have not given a reason for absence and follow up as appropriate.
- Administer the registration system, noting where registers have not been completed or have not been completed accurately and taking appropriate action.
- Ensure that the school's official registers are in line with legal requirements and that any anomalies are reported to the Assistant Head – Pastoral.
- Provide regular relevant data on lateness and attendance to Year Leaders and Deputy Assistant Head – Pastoral.
- Maintain the attendance spreadsheet.
- Contact parents and record responses where absences have remained unexplained.
- Provide relevant data and information for the EWO.
- Administer the attendance rewards systems, liaising closely with Year Leaders.
- Add and remove students from the school in line with the school's policy on Admissions.
- Alert the Year Leader and Assistant Head – Pastoral when a student has fifteen days of absence (cumulative or consecutive) due to illness or other health needs.

Pastoral Support Workers

- In liaison with the appropriate Head of House, investigate instances of suspected truancy and take appropriate action, including making initial contact with parents.
- Keep in contact with long-term absentees and liaise with Year Leaders to ensure that effective reintegration strategies are used, identifying “catch up” needs.
- Work with targeted students to improve attendance through parental contact, home visits, short-term targets and rewards. Particular attention will be paid to students with attendance below 93% and those falling into the Persistent Absentee category.
- Work with Year Leaders to involve outside agencies with individuals and groups of students.
- Take part in targeted intervention work directed at groups of poor attendees particularly those with low self-esteem.
- Identify Year 6 students for targeted support on attendance at transition from primary school.

Assistant Head – Pastoral

- Take overall responsibility for developing and managing the Attendance Policy within the school.
- Provide line management for the Inclusion Officer and ensure that there is good communication with Year Leaders.
- Analyse and track attendance data for patterns of poor attendance amongst identified students and work with Year Leaders to take action to address any anomalies and provide reports to the Senior Leadership Team as appropriate.
- Oversee the efficient running of the registration system and take action where registers are not being completed accurately.
- Take a lead in promoting the need for good attendance through assemblies, rewards and work with staff and students.
- Decide upon any initial action to be taken to encourage good attendance for any new admissions
- With the Year Leader responsible for transition and the Pastoral Support Workers, identify Year 6 students for targeted support on attendance at transition from primary school
- Alert the Devon County Council Inclusion Team when a student has fifteen days of absence (cumulative or consecutive) due to illness or other health needs. Inform parents of such children as to the options available to them.

Parents/Carers

- Ensure that their children understand the importance of good attendance and punctuality.
- Take an interest in their children’s education and discuss it with them.

- Liaise with the school about any issues that may affect their children's attendance.
- Ensure that they do not allow their children to take time off school for minor ailments.
- Contact the school as soon as possible if any of their children are going to be absent from school.

Section two: Guidance on Pupil Registers and Attendance Codes

School Attendance

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in secondary school.

The government expects:

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.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

What does the law say and what do I have to do?

This guidance summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents.

These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- 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 Admission and Attendance Registers

The law requires all schools including independent schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

Contents of Admission Register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Expected First Day of Attendance

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year – for example pupils who are registered at a secondary school at the start of Year 7 - unless the local authority also requests for such information to be provided.

Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

Deletions from the Admission Register

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Children at Risk of Missing Education

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

Home Educated Children

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home.

Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

Contents of Attendance Register

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed

Registers will be kept open for 10 minutes from the start of each session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

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. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the

school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

Authorised absence' 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.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this

is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a

pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Pupils

Schools and local authorities can agree to set different term dates for different year groups – e.g. for ‘staggered starts’ or ‘induction days’. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

Section Two: Guidance on School Day and School Year

Setting school term dates and holidays

School employers are required to set the term dates of their school year. Employers are: the local authority in community, voluntary controlled and community special schools and maintained nursery schools; the governing body in foundation and voluntary aided schools; the academy trust in academies and Free Schools.

School day and school year

The law regulating the school day and school year applies only to schools maintained by a local authority and special schools not maintained by a local authority. This law does not apply to academies and Free Schools.

School Day

Every school day must have two sessions divided by a break. The length of each session, break and the school day is determined by the school’s governing body. The governing body has the power to revise the length of the school day as it sees fit. There is no requirement to consult parents on revisions to the school day but it can assist parents to do so.

School Year

Schools must meet for at least 380 sessions or 190 days during any school year to educate their pupils. If a school is prevented from meeting for one or more sessions because of an unavoidable event, it should find a practical way of holding extra sessions. If it cannot find a practical way of doing this then it is not required to make up the lost sessions.

What legislation does the guidance in this section relate to?

- The Education Act 2002 - section 32
- The Education Act 1996 – section 551(1)
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011

Other Important Points

Part-time timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

Study leave

Study leave should not be granted by default once tuition of the exam syllabus is complete, and study leave should only ever be granted to pupils in year 11. If schools do decide to grant study leave, provision should still be made available for those pupils who want to continue to come into school to revise.

All pupils are different and have different requirements and preferences when preparing for examinations. Some schools do seek alternatives to study leave as they recognise that some pupils do not have the skills, or are not inclined, to make the best use of unsupervised and unstructured revision time. However, many schools also recognise that study leave is a chance for pupils to develop their independent study which will help them when they move to post-16 provision, where a self-study approach is commonly used.

Recording attendance of students on study leave

Y11 pupils granted study leave should be marked on the attendance register as authorised absence using code S. No other attendance code is suitable for the purpose of study leave. Y11 pupils who are 16 years old are of compulsory school age (up to the last Friday in June) and must be marked on the attendance register accordingly.

Making changes to the school day

Although parents must be informed of the changes, there is no legal requirement to consult parents or to give an explanation as to why the decision has been made. Of course, schools can consult parents if they wish to, and where they have raised the expectation that they will consult, they should honour that commitment.

Parents taking their children on holiday during term time

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.