



St Ann's Well Academy

A L.E.A.D. Academy

St. Ann's Well Academy

# Attendance Policy

## Policy Information

Document name	Attendance Policy
Date approved	Autumn 2023
Date of review	<b>Autumn 2024</b>
Approved by	Emma Thorne

## 1. Aims

At St. Ann's Well Academy we are committed to meeting our obligation with regards to school attendance through our culture and ethos that values good attendance, including by:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend
- Promoting and supporting punctuality in attending lessons

## 2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education 2022 (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:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2007 \( and 2013 amendments\)](#)

## 3. Roles and Responsibilities

### 3.1 Academy Trustees

**Trustees are responsible for:**

- Ensuring that there is a Trust wide strategy to improve attendance

**Academy Governing Bodies (AGBs) are responsible for:**

- Promoting the importance of good attendance across the academy's policies and through its ethos
- Making sure academy leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

### 3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the academy
- Monitoring absence data and reporting it to governors

- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Authorising the Local Authority issuing of fixed-penalty notices where necessary

### **3.3 The Designated Senior Leader Responsible for Attendance**

The designated senior leader is responsible for:

- Leading attendance across the academy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data

The designated senior leader responsible for attendance is Mrs. Emma Thorne and can be contacted via telephone number 0115 9155808 or email address [admin@stannswellacademy.co.uk](mailto:admin@stannswellacademy.co.uk)

### **3.4 The Attendance Officer**

The academy attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Arranging calls and meetings with parents to discuss attendance issues
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with the School Attendance Support team to tackle persistent absence
- Delivering targeted intervention and support to pupils and families.

The attendance officer is Mrs. Helen Threlfall and can be contacted via telephone number 0115 9155808 or email address [Helenthrelfall@stannswellacademy.co.uk](mailto:Helenthrelfall@stannswellacademy.co.uk)

### **3.5 Class teacher/form tutors**

Class teacher/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the office by 9:00am

### **3.6 Admin/office Staff**

Admin/office staff will:

- Record all absence details received on a day-to-day basis and log it on the academy MIS system.
- Transfer calls from parents to the Attendance Officer/Headteacher in order to provide them with more detailed support on attendance.

### **3.7 Parents/Carers**

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the academy to report their child's absence before 9:30am on the day of the absence and each subsequent day of absence and advise when their child is expected to return.
- Provide the academy with more than 1 emergency contact number for their child and update accordingly.
- Ensure that, where possible, appointments for their child are made outside of the academy day.

### **3.8 Pupils**

Pupils are expected to:

- Attend every day on time.

### **3.9 The Local Authority**

The Local Authority is legally obliged to:

- Provide a strategic approach to improving attendance and ensure that it is a key focus of all frontline services.
- Provide access to the School Support Team
- Enable opportunities to share effective practice.
- Work with academies to issue legal interventions.

## **4. Recording Attendance**

### **4.1 Attendance Register**

At St. Ann's Well Academy, we keep an attendance register of all pupils on the academy roll.

We will take our attendance register at the start of the first session of each day and once during the second session. It will mark whether every pupil 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.

**DfE attendance codes can be found in appendix 1.**

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The school day at St. Ann's Well Academy starts at 8:50am. Pupils are expected to arrive by 8:50am every day.

The register for the first session will be taken as close to 8:50 as possible and will be kept open for 30 minutes until 9:20am.

The register for the second session will be taken at 12:50pm for KS1 and 1:20 pm for KS2.

### **4.2 Unplanned Absence**

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 9:30am or as soon as practically possible by calling the Academy Office on 0115 9155808, send text message or ClassDojo message.

We will mark absence due to illness as authorised unless St. Ann's Well Academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, St. Ann's Well Academy may ask the pupil's parent/carer 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 academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### 4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment.

We will ask for proof of medical or dentist appointments via letters, text messages and/or appointment cards.

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

The pupil's parent/carer must also apply for any other type of term-time absence as far in advance as possible of the date or dates of the requested absence.

**Parents must complete a leave of absence form and to give evidence.**

### 4.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed, will be marked as late, using the appropriate code 'L'
- After the register has closed will be marked as absent, using the appropriate code 'U' which signifies that the pupil arrived after the official closing of the register and denotes an unauthorised absence.
- If a pupil is regularly late the Attendance Officer will notify the parent/s and ask to attend a meeting to improve the pupil's punctuality and to sign a contract.

### 4.5 Following up Unexplained Absence

Where any pupil we expect to attend does not attend, or stops attending without reason, the academy will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, the academy may carry out a home visit.
- Identify whether the absence is approved or not.
- Identify the correct absence code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving the School Attendance Support Team and or other frontline services.

### 4.6 Reporting to Parents/Carers

The academy will regularly inform parents about their child's attendance and absence levels via attendance letters.

## 5. Authorised and Unauthorised Absence

### 5.1 Approval for Term-time Absence

Only exceptional circumstances warrant a leave of absence. St. Ann's Well Academy will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil can be away from school. As Headteachers should only grant leaves of absence in **exceptional circumstances** it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Any request should be submitted as soon as it is anticipated and, where possible, at least weeks' notice before the absence, and in accordance with any leave of absence request form (Appendix 3), accessible via the school office. The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence may** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the academy will seek advice from the parents’ religious body to confirm whether the day is set apart
- Traveller pupils 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 academy, but it is not known whether the pupil is attending educational provision.

## 5.2 Pupils with Medical Conditions or Special Educational Needs and Disabilities

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: “make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them.”

This applies to children and young people:

- who are of statutory school age
- are permanently resident in the local authority and
- who are not in school for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include: disabilities, physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required, including details of the health problem, how long the condition is expected to last, the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

## 5.3 Children Missing Education (CME)

The academy recognises that early intervention is necessary to identify the existence of any underlying safeguarding risk, and to help prevent the risks of a child going missing in education. The academy will:

- Follow absence procedures.
- Make a referral to CME if information is obtained that the family have moved out of area, with no forwarding school/academy.
- Make a referral to CME if a pupil has not returned after 10 days and there has been no contact with the family, despite efforts made by the academy.
- Work closely with the Children Missing Education (CME) Officer to identify a pupil’s current whereabouts/destination.
- Agree with CME an appropriate time and category to remove the child from the academy roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Contact the Local Authority via CME after 20 school days of absence, to discuss whether to remove a pupil from the academy roll. The final decision about removal from the academy roll remains with the Headteacher.
- The academy will create a ‘lost pupil’ record on the national Lost Pupil’s Database School to School (s2s) to assist future schools and Children Missing from Education Officers to identify and locate children.

## 5.4 Legal Sanctions

The academy can refer parents to the local authority where they do not ensure that children attend school. Parents can be fined for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, via a fixed penalty notice (FPN), each parent 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 may take into account:

- The 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 pupil 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.

## 6. Strategies for Promoting Attendance

- Individual certificates are given to pupils for a full term's 98 - 100% attendance.
- All certificates are presented in an assembly and all children receive a small award.
- The class with the best attendance of the week is given a certificate and the class have an additional session to play a game of their choice
- Attendance information is shared with parents in newsletters which informs them of the percentage of attendance for their child's class.
- Personalised strategies are also implemented as and when needed.
- Parents/carers are regularly informed about attendance issues in the school newsletters.
- Letters are sent to parents whose child's attendance is near national expectations or below and where punctuality is a concern. It stresses the legal requirements for pupils to attend and the financial penalties and legal action that may be served for non-attendance.
- An Education Welfare specialist is consulted if the attendance of any pupil begins to cause the academy concern. Families causing concern are also supported by the academy in resolving any attendance issues
- The academy will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to the academy.

## 7. Attendance Monitoring

At St Ann's Well Academy we use SIMs and Power BI to monitor attendance. We categorise attendance in accordance with attendance percentages as follows:

**Green:** Between 97% and 100% attendance – no action required.

Mrs Threlfall may contact parents whose child's attendance is 97% or under to find out if we can support in improving the attendance. A letter will be sent if the school have not been notified as to the reason for absence (letter 1).

**Amber Zone:** Between 94% to 96% attendance – a letter will be sent to parents informing them that their child's attendance has fallen into the amber zone, that their attendance will be monitored and if no improvement is made, they will be invited into school for a meeting (letter 2).

**Red Zone:** Between 90% to 92% attendance - A letter will be sent to inform parents that their child's attendance will now be discussed at a Targeted Support Meeting, this will include an Officer from the Education Welfare Service. (Letter 3).

**Red Zone severe persistent absence** 89% below a letter will be sent to parents informing them that a request for service has now been made to the Education Welfare Service (Letter 4).

## 7.1 Monitoring Attendance

St Ann's Well Academy will:

- Monitor attendance and absence data trends on a half-termly, termly and yearly basis in relation to whole cohorts and distinct pupil groups
- Monitor individual pupil attendance, absence and punctuality on a daily and weekly basis
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average and share this with the governing board.

## 7.2 Analysing Attendance

St. Ann's Well Academy will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

## 7.3 Using Data to Improve Attendance

St. Ann's Well Academy will:

- Provide regular attendance reports to class teachers/form tutors, and other academy leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

## 7.4 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

St. Ann's Well Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement.
- Provide access to wider support services to remove the barriers to attendance.
- Use all available legal means at the academies disposal to challenge situations where there is severe and persistent absence.

As mentioned previously in this policy, letters are regularly sent out to keep parents informed of their child's attendance. Meetings with parents are arranged for persistent lateness and persistent absence. Other interventions include:

- Assisting parents in getting their children into school, collecting/dropping off by a member of staff
- Offering the provision of Breakfast Club (with no charge to the parent) to encourage being in school early/on time
- Issuing parents with alarm clocks if their child is continuously late with the excuse of having overslept
- Reward system in school by way of 'Rufus' the bear being awarded to a whole class for best attendance on a weekly basis
- Certificates and reward at the end of each term in a Governor Achievement Assembly.

## 8. Policy Review

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum once a year by Helen Threlfall, Attendance Officer. At every review, the policy will be approved by the AGB.



## **9. Links with Other Policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Equality policy

## 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

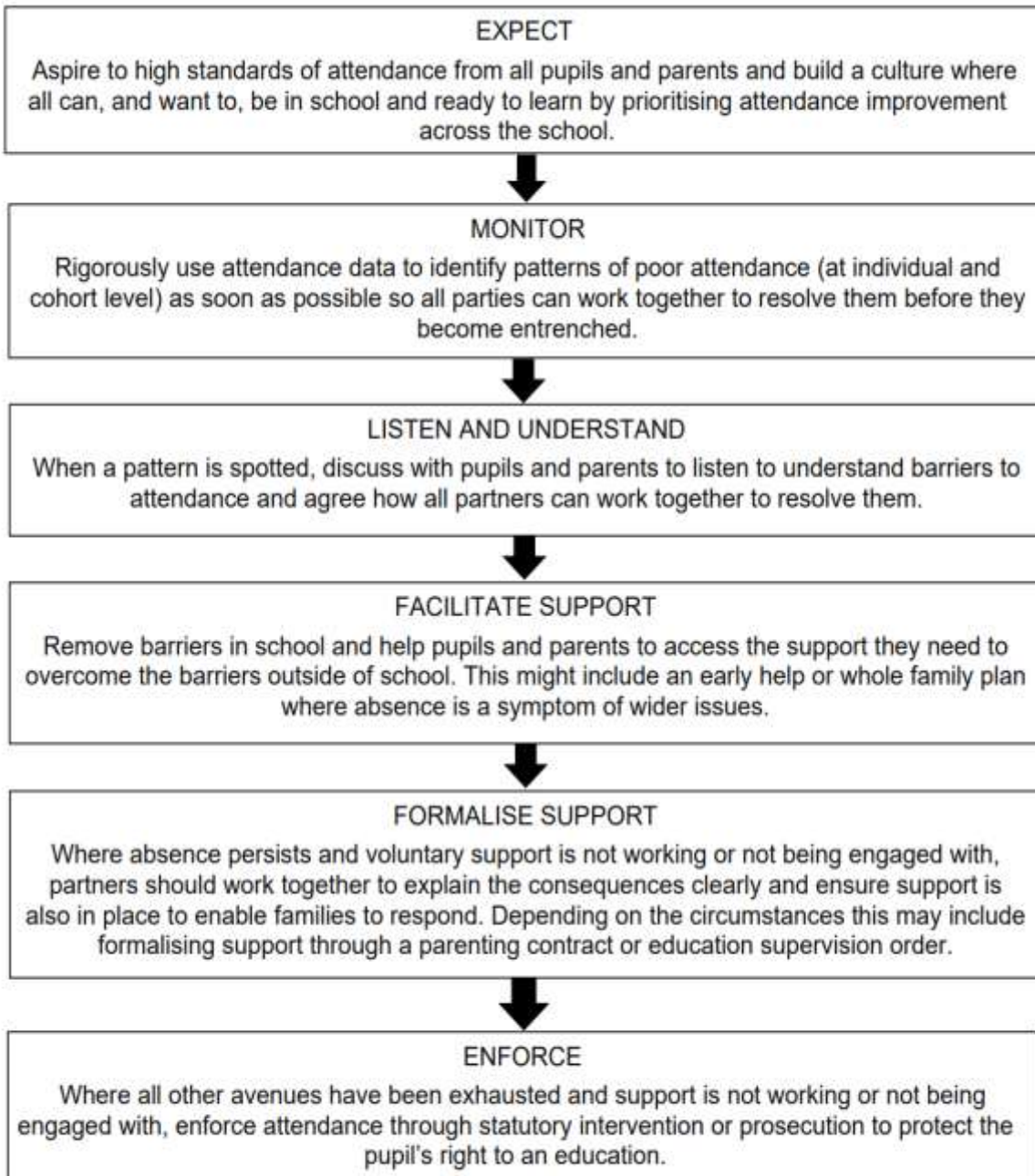
Definition		Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence

<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
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<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2:

### Flow chart of promoting good attendance



# Appendix 3:



**Head Teacher:** Mrs Emma Thorne  
Hungerhill Road, St Ann's, Nottingham NG3 3PQ  
**Telephone:** 0115 915 5808  
**Fax:** 0115 915 5809  
[admin@stannswellacademy.co.uk](mailto:admin@stannswellacademy.co.uk)

## LEAVE OF ABSENCE REQUEST

Name of Pupil.....

Date of Birth..... Form.....

Dates of proposed absence: From..... To.....

Total days requested.....

Parent/Carer full name:..... Date of Birth:.....

Parent/Carer full name:..... Date of Birth:.....

Address:.....

Signature of Parent/Carer..... Date:.....

Signature of Parent/Carer..... Date:.....

**Parents or carers who take their children on holiday without permission risk a fixed penalty notice of up to £120 (per parent, per child) if paid within 28 days. This amount can be reduced to £60 if paid within 21 days.**

Reason for leave of absence.....

.....

.....

**For office use only:**

Attendance (current academic year):..... (previous academic year):.....

Parent/Carer(s) informed by letter? Yes/No Date:.....

Authorised: Yes/No Headteacher:..... Date:.....