

Attendance Policy

Document provenance

This Policy was approved as follows –

Approver: Education Committee

Date of Approval: July 24

ELT Owner: National Director of Attendance,
Behaviour and Safeguarding.

Date of Review: June 2025

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every 2 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.

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Key Academy Contacts

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1 Introduction

- 1.1 E-ACTs Attendance Policy details what we expect from our academies to ensure we are doing all we can to support every child in our academies to have high attendance and, therefore, improved chances of achieving their full potential, succeeding at school, and improving life chances.
- 1.2 E-ACT expects high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being, and wider life chances.

2 Background

- 2.1 The law gives the right for every child of compulsory school age to a full-time education suitable to their age, aptitude, and any special educational need they may have.
- 2.2 Where parents/carers have decided to have their child registered at school, they have a legal responsibility to ensure their child attends that school regularly. This means their child must attend school every day the school is open, except for a small number of circumstances where the child is too ill to attend, or they have been given permission for an absence in advance from the school.
- 2.3 Effective schools consistently promote the benefits of good attendance, they set high expectations for every pupil, communicate those expectations clearly and consistently to pupils and parents, methodically analyse their data to identify patterns to target their

intervention, and work effectively with the local authority and other local partners to overcome barriers to attendance.

- 2.4 The relationship between good attendance and high-quality education is recognised and this forms the foundation to good attendance, delivered in a calm, safe and supportive environment in which all pupils feel safe, want to attend, learn, make progress, and thrive.
- 2.5 We recognise that some pupils find it harder than others to attend school. Therefore, schools need to work in partnership with pupils, parents, and relevant external support agencies to remove any barriers to good attendance through building strong relationships and working collaboratively to ensure the support is in place to secure good attendance to school. Consequently, achieving good attendance cannot be approached in isolation. Effective practices for improvement will involve a combination of academic and pastoral interventions along with behaviour support and procedures for more vulnerable children with special educational needs or mental health and wellbeing needs.
- 2.6 E-ACT academies are expected to use a range of effective resources, including Pupil Premium funding to support children at risk of, or with, attendance concerns.
- 2.7 Attendance is a key priority for the Trust and the Trust Board. The Education Committee, monitor attendance across the trust and the application of this policy. All staff involved in attendance are expected to have a strong knowledge of good practice in this area and the relevant national and local processes that support this.

3 Scope and application

- 3.1 In line with WTISA, this policy is trust-wide but is fully tailored to the needs of each Academy including through Appendix 1.
- 3.2 This policy applies to the whole Academy (including the Early Years Foundation Stage (EYFS) and/or academy Sixth Form where applicable).
- 3.3 This policy is designed to address the specific statutory obligations on the Academy to record attendance and absence.

4 Legislation and guidance

This policy meets the requirements of the working together to improve 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. This policy has been prepared to meet the Academy's responsibilities under:

- 4.1.1 (WTISA) Working together to improve school attendance (DfE, August 2024).
- 4.1.2 Education (Independent School Standards) Regulations 2014.
- 4.1.3 Statutory framework for the Early Years Foundation Stage (DfE, March 2021).
- 4.1.4 Education and Skills Act 2008.
- 4.1.5 Children Act 1989.

- 4.1.6 Childcare Act 2006.
 - 4.1.7 Education (Pupil Registration Regulations) 2006.
 - 4.1.8 Equality Act 2010; and
 - 4.1.9 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- 4.2 This policy has regard to the following guidance and advice:
- 4.2.1 Summary table of responsibilities for school attendance (via WTISA above) (DfE, September 2022).
 - 4.2.2 Keeping children safe in education¹ (DfE, September 2022).
 - 4.2.3 School behaviour and attendance: parental responsibility measures (DfE, May 2020).
 - 4.2.4 Children missing education (DfE, September 2016).
 - 4.2.5 Supporting pupils with medical conditions at school (DfE, August 2017).
 - 4.2.6 Behaviour in schools: advice for headteachers and school staff (DfE, September 2022).
 - 4.2.7 Remote education guidance (DfE, October 2022).
 - 4.2.8 School suspensions and permanent exclusions (DfE, September 2022); and
 - 4.2.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).
- 4.3 The following School policies, procedures and resource materials are relevant to this policy:
- 4.3.1 Child Protection and Safeguarding Policy²
 - 4.3.2 SEND Policy³
 - 4.3.3 E-ACT Attendance Strategy Framework
 - 4.3.4 E-ACT Safeguarding Attendance Process
 - 4.3.5 Academies are also advised to be familiar with the useful DfE guidance in Improving school attendance: support for schools and local authorities.
 - 4.3.6 All work on attendance must also take place in the context of our approaches to safeguarding, behaviour, alternative provision, and elective home education.

5 Publication and availability

- 5.1.1 This policy is published on the Academy website.
- 5.1.2 This policy is available in hard copy on request.
- 5.1.3 A copy of the policy is available for inspection from the school office during the school day.

¹ Keeping Children Safe in Education

² E-ACT Child Protection and Safeguarding Policy

³ E-ACT SEND Policy

- 5.1.4 This policy can be made available in large print or other accessible formats if required.

6 Definitions and interpretation

- 6.1.1 Where the following words or phrases are used in this policy:
- 6.1.2 references to **attendance** include references to punctuality and to attendance for all or part of the timetabled school day.
- 6.1.3 References to the **Proprietor** are references to E-ACT, the Multi Academy Trust.
- 6.1.4 References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g., foster carer / legal guardian).
- 6.1.5 **SLT Attendance Champion** means the Academy's designated senior lead for attendance.
- 6.1.6 References to **compulsory school age** refer to when a child is required to attend school. This is on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.
- 6.1.7 References to **persistent absence (PA)** means when a child has an absence rate of 10% or more (i.e., attends for less than 90% of the time) and will be defined as a persistent absentee.
- 6.1.8 References to **severe absence (SA)** means when a child has an absence rate of 50% or more (i.e., attends for less than 50% of the time) and will be defined as a severe absentee.

7 E-ACT expectations of academies

In line with DfE expectations, to manage and improve attendance effectively, all academies in E-ACT are expected to:

- 7.1 Develop and maintain a whole school culture that promotes the benefits of high attendance- *Attendance is everyone's responsibility.*
- 7.2 Have a clear school attendance policy which all staff, pupils and parents understand.
- 7.3 Accurately complete attendance registers and have effective day to day processes in place to follow-up absence straight away.
- 7.4 Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and rapidly put effective strategies in place to prevent further absences and secure good attendance.
- 7.5 Build strong relationships with families, listen to, and understand barriers to attendance and work in partnership with families to remove them.

- 7.6 Share information and work collaboratively with relevant local partners, and particularly local authorities, when absence is at risk of becoming persistent or severe.

The DfE use a helpful chart to describe the key stages in any attendance strategy:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

8 The importance of good attendance

- 8.1 All academies recognise the importance of developing good patterns of attendance from the outset. This is an integral part of the Academy's ethos and culture. In building a culture of good school attendance it recognises:
- 8.1.1 the importance of good attendance as a learned behaviour, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life.
 - 8.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, safeguarding wellbeing, and support for disadvantaged pupils.
 - 8.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents.
 - 8.1.4 that attendance is never "solved" and is a continuous process requiring continual monitoring and tracking of data and updating of messages, processes, and strategies as appropriate to secure good attendance.

8.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse, and child sexual and criminal exploitation.

9 Registers

9.1 In line with DfE requirements, academy leaders must ensure the register is taken at the start of each morning session of each school day and once during each afternoon session. On each occasion there must be a record of whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstance.

9.1.1 Academy leaders in E-ACT are expected to ensure that:

- a) registers are kept up to date
- b) register closing times are specified and adhered to
- c) registers are accurately completed using attendance and absence codes as defined by the DfE's statutory guidance Working Together to Improve School Attendance (August 2024)
- d) there are effective day to day processes in place to follow-up absence quickly.

10 Monitoring and improving the attendance of children with a social worker.

10.1 In addition to the benefits for all pupils, good attendance at school also provides an additional safeguard for vulnerable pupils. Historically, the national absence rates for children who have ever needed a social worker are particularly of concern.

10.2 All E-ACT academies are expected to work in partnership with Local Authority, Virtual School Headteachers and are expected to inform a child's social worker if there are unexplained or unexpected absences from school.

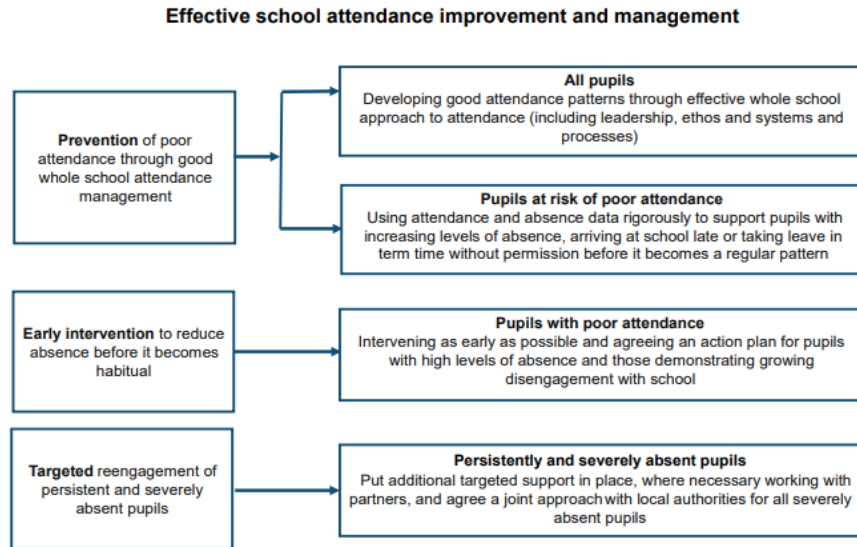
11 Persistent and Severe absence

11.1.1 The most important element to attendance work are the everyday strategies to develop a culture of high expectations of attendance and punctuality and the work with families to prevent absence becoming a concern.

11.1.2 E-ACT academies are expected to have bespoke strategies to improve the attendance of pupils at risk of 'Persistent' or 'Severe' absence:

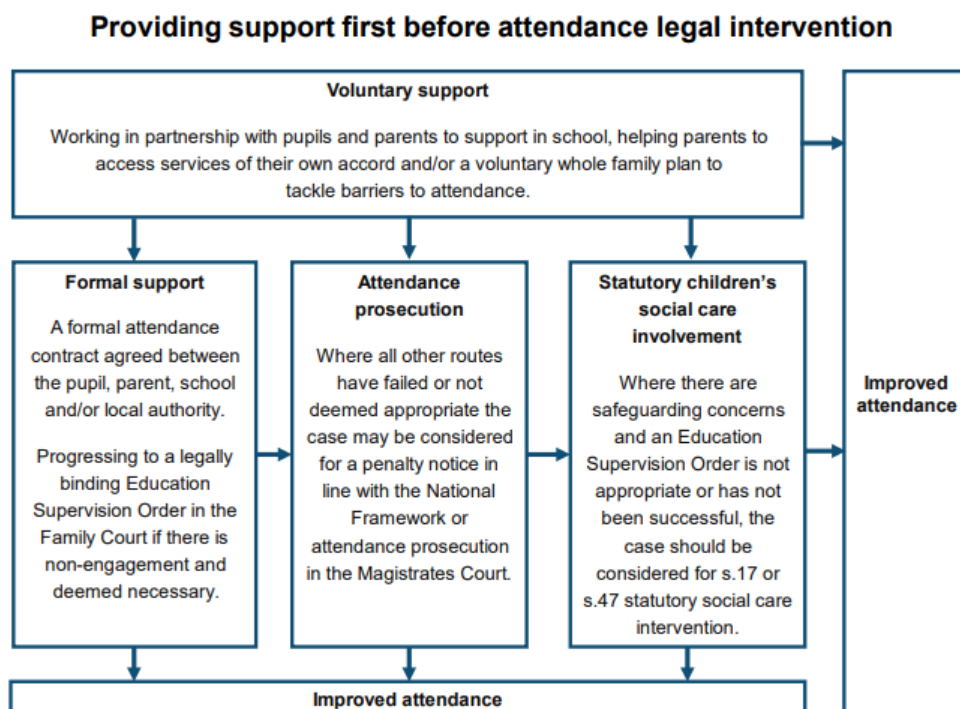
- a) 'Persistence Absence' is where absence escalates, and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year). When a pupils attendance falls to 90%, they are deemed to be persistent absentee.
- b) 'Severe Absence' is when pupil is absent from school more than they are present (those missing 50% or more of school). These pupils are likely to be finding it difficult to be in school or face significant barriers to their regular attendance and therefore are likely to need more intensive support across a range of partners.
- c) These categories of absence will be particularly monitored and analysed at an academy and trust level. All E-ACT academies are expected to provide information to local partners about these cohorts so that pupils who need targeted attendance support receive it as quickly as possible.

The DfE use a helpful diagram to describe the stages of an effective school improvement and management process:



12 Legal intervention

12.1 Where all voluntary support options are unsuccessful or are not appropriate (e.g., an unauthorised holiday in term time) the relevant Local Authority will take forward legal intervention to formalise support and/or enforce attendance as below:



12.1.2 Whilst it is the local authority's responsibility to take forward Parenting Contracts, Supervision Orders or Prosecutions, academies must work closely with the local authority's School Attendance Support Team to provide appropriate information. Academy leaders are also expected to be familiar with their local authority arrangements so that they can be clear with families, where appropriate, about the process so that this route is avoided wherever possible.

13 Responsibility statement

13.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

13.2 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under S.149 of the Equality Act 2010 to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:

13.2.1 eliminate discrimination and other conduct that is prohibited by the Act.

13.2.2 advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

13.2.3 foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

13.2.4 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in school.

13.2.5 The Academy is responsible for implementing this policy in full.

13.2.6 The Academy is responsible for ensuring the implementation of the E-ACT Attendance Strategy Framework.

13.2.7 The Academy is responsible for ensuring full adherence to the E-ACT Safeguarding Attendance Process.

14 Proprietor responsibilities

14.1 The Proprietor will:

14.1.1 Promote the importance of school attendance in the Academy.

14.1.2 Appoint a senior member of staff of the Academy's leadership team as SLT Attendance Champion to have overall responsibility for championing and improving attendance in school.

14.1.3 Ensure that support for attendance, and improving attendance, is appropriately resourced, including, where applicable, through the effective use of pupil premium funding.

14.1.4 Ensure that the Academy's leadership team:

(a) Fulfil their statutory duties in respect of school attendance including support and challenge around the trends or areas identified as needing to improve.

(b) Receive regular adequate training to discharge their duties in respect of school attendance.

- 14.1.5 Regularly review the data and reports provided by the Academy to identify patterns in attendance and common issues and barriers to pupils attending school using appropriate comparators including data from local authority area, region and nationally.
- 14.1.6 Identify patterns in attendance and common issues and barriers to pupils attending school to ensure that effective practice can be shared across academies within the Trust.
- 14.1.7 Work with Academy leaders to identify areas of focus for improvement.
- 14.1.8 Devise specific strategies to address areas of poor attendance identified through data; and
- 14.1.9 Monitor the impact of school-wide attendance efforts, including any specific strategies implemented.

15 Staff responsibilities

15.1 **The SLT Attendance Champion:** The Proprietor has appointed a senior member of staff of the Academy's leadership team to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within the Academy.

15.1.1 The SLT Attendance Champion's responsibilities are:

- (a) To lead on and embed a whole school culture that promotes the benefits of high attendance, ensuring attendance is everyone's responsibility.
- (b) to formulate a clear vision for attendance and drive improvement.
- (c) to evaluate and monitor expectations and processes.
- (d) to have oversight of and regularly analyse attendance data to identify trends/patterns and ensure rapid and robust intervention is in place to secure good attendance.
- (e) to communicate clear messages on the importance of attendance to staff, pupils, and parents/carers.
- (f) to ensure whole school attendance is a standing agenda item in weekly SLT meetings.
- (g) to complete Appendix 1 of the E-ACT Attendance Strategy Framework and discuss regularly within the Academy SLT meetings.

15.2 **Staff with specific responsibilities for attendance:** The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality.

15.2.1 They should:

- (a) follow the academy's attendance policy and re-enforce expectations through interaction and communication with pupil and families.

- (b) have a formal routine for registers being taken accurately each morning and afternoon.
- (c) ensure all registers are completed accurately and on time every lesson, every day.
- (d) seek explanations of absences required from pupils, parent/carers and provide support, advice and guidance where required.
- (e) make enquiries about unexplained absences, including those within the school day, and follow up with pupils and parent/carers to ensure that an explanation has been formally given to the Academy.
- (f) look out for trends or patterns in a pupil's attendance and inform the SLT Attendance Champion of any specific concerns.
- (g) inform the SLT Attendance Champion of any known future absences for pupils.
- (h) deal with lateness to lessons consistently and promptly through robust tracking of registers and inform SLT Attendance Champion of any specific concerns.
- (i) discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality.
- (j) Consistently and robustly apply the Academy 'graduated response to attendance' (see Appendix 1) robustly.

15.3 All staff

15.4 The Academy ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

15.5 The Academy provides appropriate training and professional development for staff consistent with their roles and responsibilities.

16 Academy arrangements

16.1 The Academy will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. Contact details of relevant staff can be found at the front of the policy and other details about the Academy's arrangements can be found in appendices 1-3.

17 Monitoring attendance

17.1 The Academy will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the Academy and develop strategies to address them. In order to achieve this, it will:

- 17.1.1 monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families.

- 17.1.2 use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and leaders (including the special educational needs coordinator and designated safeguarding lead).
- 17.1.3 conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends.
- 17.1.4 effectively communicate attendance concerns with pupils, parents and carers and work with them to remove any barriers.
- 17.1.5 benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement.
- 17.1.6 devise specific strategies to address areas of poor attendance identified through data taking into account any reasonable adjustments that may be required to support students with special educational needs or mental health or well-being concerns.
- 17.1.7 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and
- 17.1.8 provide data and reports to the Proprietor to support its work.

18 Pupil responsibilities

- 18.1 School attendance is important to pupil attainment, wellbeing, and development. The Academy therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.
- 18.2 Pupils should be aware that:
 - 18.2.1 they are expected to attend school, on time each school day.
 - 18.2.2 they are expected to attend all timetabled lessons on time.
 - 18.2.3 they should not leave a lesson or the Academy site without permission.
 - 18.2.4 they should engage with the Academy's arrangements for recording and managing attendance as set out in this policy.
 - 18.2.5 any unexplained absence will be followed up.
 - 18.2.6 persistent or severe lateness or non-attendance will result in action being taken by the Academy. This may take the form of:
 - (a) offers of support to seek to identify and address any barriers to attendance.
 - (b) communication with parents/carers.
 - (c) reporting to other agencies such as children's social care.
 - (d) Escalation of cases to the local authority which may lead to formal support or attendance prosecution.
 - 18.2.7 If pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they should speak to the Academy via

their class teacher/tutor, or pastoral/safeguarding team. Pupils are entitled to expect this information to be managed sensitively.

19 Additional needs

- 19.1 The Academy recognises some pupils may find it harder than others to attend school and will work with those pupils and parents/carers to try to remove barriers to attendance by building strong and trusting relationships and work together to put the right support in place.
- 19.2 The Academy will make reasonable adjustments where a pupil has a disability that affects their ability to attend school regularly. These may include considering support or reasonable adjustments for transport, routines, access to support in school and lunchtime arrangements, and / or time limited phased returns.
- 19.3 It will also work with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities and medical conditions as appropriate e.g., ensuring the provision outlined in a pupil's education, health and care plan is accessed.
- 19.4 Where barriers are outside of the Academy's control, the Academy will work with parents, pupils, and external agencies / partners to identify alternative sources of support or consider, where appropriate, making a referral for early help.

20 Parent/carer responsibilities

- 20.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. **It is the legal responsibility of every parent/carer to make sure their child receives that education.**
- 20.2 Where frequent sporadic illness occurs without sufficient justification in relation to health, the Academy will challenge the veracity of the illness and request that medical evidence be provided by the parent to authorise the absence (I code).
- 20.3 The Academy expects parents/carers to:
 - 20.3.1 ensure their child attends school every day on time and remains in school for the duration of the school day.
 - 20.3.2 notify the Academy of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this.
 - 20.3.3 understand that any appointments where possible need to be made for out of school hours to avoid their child missing any learning. Orthodontic appointments, specialist medical appointments and hospital appointments we recognise cannot always be moved to out of school hours.
 - 20.3.4 notify the Academy of any planned absence in advance and understand that this would be for exceptional circumstances only. This is in line with the Department for Education guidance which states that holidays and other leave of absence should not be taken during term time unless there are exceptional circumstances. Exceptional circumstances are a matter of discretion of the principal. All cases would be judged on a case-by-case basis.

20.3.5 work with the Academy to explore barriers to attendance and to improve it where attendance has been raised as an issue.

20.4 Parents will be reminded of this policy at the start of each new school year and when any changes are made.

21 Training

21.1 **Staff:** The Academy ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

21.1.1 the law and requirements of schools including on the keeping of registers.

21.1.2 the importance of good attendance and that absence is always a symptom of wider circumstances; and

21.1.3 the Academy's strategies and procedures for tracking, following up and improving attendance.

21.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral, or family support staff and senior leaders. This should include:

21.2.1 the law and requirements of schools including on the keeping of registers.

21.2.2 the process for working with other partners to provide more intensive support to pupils who need it.

21.2.3 the necessary skills to interpret and analyse attendance data; and

21.2.4 any additional training that would be beneficial to support pupils and pupil cohorts to overcome commonly seen barriers to attendance.

21.3 The Academy will help parents/carers to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.

21.4 The Academy maintains written records of all staff training.

22 Information and sharing

22.1 Personal information on attendance will only be shared in line with legal obligations and having regard to Government guidance on attendance, safeguarding and children missing education.

23 Record keeping and confidentiality.

23.1 All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.



23.2 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published privacy notices on its website which explains how the Academy will use personal data.

Appendix 1 Academy Arrangements

Regular and punctual attendance to school is an essential prerequisite to effective learning. When pupils are not in school, they are deprived of the educational opportunities which the school has to offer them, and they are at greater risk of subsequently becoming socially excluded and disadvantaged.

It is the legal responsibility of parents and those with 'parental responsibility' to secure education for their children of compulsory school age whether at school or 'otherwise', and, if they are at school, to send them to school regularly.

It is the school's responsibility to support the attendance of its pupils and to deal with problems which may lead to non-attendance. Ousedale School recognises that attendance problems may be outside the control of the school but may also lie within it, having their origin in the quality of education which that pupil is experiencing. As such, better attendance may be achieved by identifying and remedying barriers in that individual's education.

We need to ensure that in addition to increasing the levels of overall attendance we also reduce the numbers of persistent absentees. (A persistent absentee is when a pupil's attendance rate falls below 90%) Ousedale School will seek to promote good attendance and punctuality through other policies and procedures including the Behaviour Policy the Teaching and Learning Policy as well as the school's approach to rewards and recognition. This Attendance Policy and Attendance Management Procedures outline the practice and procedures in place together with the stages of intervention adopted to promote good attendance and reduce persistent absenteeism.

It is intended that through our attendance procedures, awareness of the intolerance of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance will be established across the school. This will drive Ousedale School's expectation to meet a whole school attendance target of 98%.

The intended outcome of this policy is:

- To improve the overall percentage attendance of pupils registered at Ousedale School
- To make attendance and punctuality everybody's responsibility at Ousedale School
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- To work in partnership with parent/carers and pupils, providing support, advice and guidance
- To develop a systematic approach to gathering and analysing attendance-related data. Identifying patterns of absence early and providing targeted support to avoid further absences,
- To implement a system of rewards and sanctions with respect to attendance and punctuality
- To promote effective partnership with Milton Keynes City Education Welfare Services and other agencies.
- To recognise the needs of the individual pupil when planning reintegration following a significant period of absence.
- To follow E-ACTs graduated response to secure regular attendance to school.

Senior Leader Attendance Champion: Claire Penny



School times

Ousedale School expects all pupils to arrive at school every day by 8:35am. Registration will start at 8:40am. Pupils arriving after 8:45am will be marked as late ('L' code).

The school has five lessons per day which pupils are expected to arrive on time to.

Afternoon registration will be taken at 12.30pm. Pupils arriving to their lesson after 12.35 will be marked as late ('L' code).

Morning registration closes at 9.10am. After 9:10am a pupil will receive a U code (absence).

The school closes at 3:10pm.

Late procedures

Punctuality is an important life skill; Ousedale School strives on ensuring pupils understand the importance of arriving to school and lessons on time.

Our expectation is that all pupils must arrive to school by 8:35am.

Our late procedures are as follows:

- A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.
- A pupil who arrives late should report to reception to receive a late 'L' mark and
- Pupils who arrive late without a valid reason will be issued a 20-minute lunchtime detention to be served on the same school day. If they do not attend the detention, it will be re-set for the next day. If they do not attend that detention, they will be set an after school detention and a letter will be sent home.
- If a student is late twice in a week they will be placed in an after school detention that Thursday. The Pastoral Secretary will send the after school detention letter via Edulink. **(Letter 1)**
- If a student is late 6 times in a half term they will complete a second after school detention and a letter will be sent home **(letter 2)** Letter will contain the consequences stated in number 4.
- If a student is late again (7th time) the PAL will contact parents/ carers to inform them their son/ daughter will spend lunchtime in the PILC for one week. If there is no improvement during that week they will spend another week in the PILC during lunchtime.
- If punctuality improves students will get their lunchtimes back.
- If a student is late more than 7 times in a half term PALs must meet with parents/ carers and place the student on an SSP (see letter 2) and will lose their lunchtime until parents/ carers attend a meeting **(letter 3)**.



AM/PM Registration opening and closing timings.

By law Ousedale School is required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- a. Present
- b. Attending an approved off-site educational activity
- c. Absent
- d. Unable to attend due to exceptional circumstances

The register for the first session will be taken during registration and will be kept open until 9:10am. The register for the second session will be taken at the start of period 4 and will be kept open until 1.00pm.

Amending the attendance register

Any amendments to the attendance register will include:

- e. The original entry
- f. The amended entry
- g. The reason for the amendment
- h. The date on which the amendment was made
- i. The name and position of the person who made the amendment

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

A register needs to be taken for every lesson within the first 10 minutes.

If pupils arrive late (within the first 10 minutes) to lessons the teacher should L code the attendance register (adding number of minutes late) and apply a 'Late to Lesson' (PDB1) sanction on Class Charts.

Absence reporting process

Unplanned Absence

- Parents/ carers must notify the school on the first day of an unplanned absence by Edulink the parent app before 8.30am or as soon as practically possible. They should call Ousedale School on each



morning of a longer-term absence unless a doctor's note has been provided stating that a defined period of absence is necessary.

- If the authenticity of the illness is in doubt, the school may ask parents/ carers to provide medical evidence, such as a doctor's note, appointment card or other appropriate form of evidence.
- If the Ousedale School is not satisfied about the authenticity of an illness, the absence will be recorded as unauthorised, and parents/ carers will be notified of this. Pastoral and Academic leads (PALS) will send a letter regarding a GP stamp to parents/ carers as all illness needs to be accounted for or it will be coded as unauthorised.
- If the Ousedale School has not been notified of the reason for absence the Attendance Officer (AO) will arrange for them to be contacted by sending a text via Edulink the parent app and/ or if a pupil is vulnerable and/or there are safeguarding concerns a phone call will be made first thing in the morning.
- The reasons for absence will be recorded on Class charts so that staff can be informed of absence.
- Where there has been no contact from parent/carer giving reasons for absence the Attendance Officer (AO) will follow the school absence procedure to investigate the reason for absence as follows. A phone call will be made, and home visits may take place. If an absence exceeds 3 days with no parental contact, a home visit will take place.
- If the home visit is unsuccessful the school may call upon the Local Authority Services/ police to support us to ensure the pupils safety.

Medical or Dental Appointments

Medical appointments and dental appointments should not be made during school hours. Where this is not possible, the school should be notified in advance and pupils should be out of school for the minimum amount of time necessary. Parents/ carers must notify the school in advance of a planned medical or dental appointment via Edulink. Only then will the absence be authorised.

Authorised and unauthorised absence

The Headteacher will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The School considers each application for term-time absence individually, considering the specific facts circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteachers discretion.

Valid reasons for authorised absence include:

- Illness and medical appointments:
- Genuine illness unless your child has been classed as having Persistent Absence.
- A medical appointment that could not be made outside of school hours
- Being in the hospital or having hospital treatment
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/ carers belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Attending an interview for a job or a place at a college
- Taking part in an off-site examination

The Headteacher will not authorise absence for any of the following reasons:

- Term-time holidays (including visiting family abroad)
- Study leave
- Trivial illness
- Looking after the house or waiting for workmen/deliveries etc
- Looking after siblings, including dropping them off at school/nursery
- Helping with housework or a family business
- Being unhappy or not getting on with others at school
- Being up late the night before, including for family problem
- Feeling under the weather
- Needing to take medication

(This is not an exhaustive list)



Application for Leave of Absence

Parents have a legal responsibility in accordance with Section 7 of the Education Act 1996 to ensure their child receives efficient full-time education by regular attendance at school.

The Department for Education guidance states that holidays and other leave of absence should not be taken during term time unless there are exceptional circumstances. Exceptional circumstances are a matter of discretion of the Headteacher.

All cases will be judged on a case-by-case basis. Leave of absence applications must be made in writing at least twelve (12) days before the intended leave. Supporting evidence should be provided at the time of the request.

Contacting the pastoral team for additional support

If your child is having any issues in school, please do not keep them at home. You can contact the relevant PAL via email. Please note, if you choose to keep your child off school without contacting the School for support the absence will be deemed to be unauthorised.

If you require support, please contact the Attendance Officer via attendance@ousedale.org.uk or their PAL (Pastoral and Academic Leader)

Reporting to parents

Attendance information is live and available for parents on Class Charts at any point.

Addressing Poor or Declining Attendance

At Ousedale School we work diligently to help pupils attend well. We will communicate regularly with parents / carers and always provide support to overcome barriers to good attendance.

We address poor attendance through our graduated response:

Secondary Trust Graduated Response to Attendance 24/25:

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	Inclusion in termly attendance incentives Attendance recognition certificates Improved attendance recognition
97%-98.9%	Some learning opportunities are being missed	<u>Tutors to notify students when attendance falls below 98% and discuss reasons for unauthorised absence.</u>

		<p>Text message to be sent to parents/carers with 2% unauthorised absence as per half termly triggers (see table below)</p> <p>Tutors to complete an early help assessment of needs to identify causes of unauthorised absence for students for students with 3% unauthorised absence. <u>Log on CPOMs.</u></p>
94-96.9%	Risk of underachievement	<p>Letter 1 to be sent to parents of students with 5% unauthorised absence. <u>Log on CPOMS.</u></p> <p>Deputy Heads of Year/Heads of Year/SLT to develop an attendance support plan with student and parent and set targets for students with unauthorised absence of 5%. <u>Log on CPOMs.</u></p>
91-93.9%	High risk of underachievement	<p>Letter 2 to be sent to parents of students with 8% unauthorised absence. <u>Log on CPOMS.</u></p> <p>Attendance officers/SLT develop an attendance improvement plan with student and parent for students with unauthorised absence of 8% or more. <u>Log on CPOMs.</u></p> <p>Targeted Support meeting with the Local Authority Education Welfare Service (if your LA offers this)</p> <p>Referral to Education Welfare Service in targeted support meetings.</p>
Under 90.9%	Severe risk of underachievement	<p>Letter 3 -PA Letter to be sent to parents/carers of students with more than 10% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Cases monitored by the Attendance Officer or Education Welfare Officer.</p> <p>Formal warning notices issued.</p>

Sixth Form Graduated Response to Attendance 24/25:

Important to note: The graduated response below is a formal arrangement. This is in addition to, class teachers, SLT and parents/carers daily conversations and knowledge/understanding of the process.

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	Inclusion in termly attendance incentives Attendance recognition certificates Improved attendance recognition

97%-98.9%	Some learning opportunities are being missed	<p>Sixth form team to discuss students attendance with them. Notifying them that their attendance has now fallen below 98% and discuss reasons for absence.</p> <p>Text message to be sent to parent/carers notifying them of their child accumulating 2% unauthorised absence. <u>Log first day call on CPOMs.</u></p> <p>Sixth form team to conduct early help assessment of needs to identify causes of unauthorised absence for students with 4% unauthorised absence. <u>Log on CPOMs.</u></p>
94-96.9%	Risk of underachievement	<p>Letter 1 to be sent to parents/carers of students with 5% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Sixth form team to develop an attendance support plan with student and parent/carer and set targets for students with unauthorised absence of 5%. <u>Log on CPOMs.</u></p> <p><i>In the absence of parents/carers attending, meeting will be held with the student and minutes from the meeting sent home and logged on CPOMs.</i></p>
91-93.9%	High risk of underachievement	<p>Letter 2 to be sent to parents/carers of students with 8% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Head of Sixth Form develops an attendance improvement plan with student and parent/carer for students with unauthorised absence of 8% or more. <u>Log on CPOMs.</u></p> <p><i>In the absence of parents/carers attending, meeting will be held with the student and minutes from the meeting sent home and logged on CPOMs.</i></p>
Under 90.9%	Severe risk of underachievement	<p>Letter 3 -PA Letter to be sent to parents/carers of students with more than 10% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Formal warning notice issued. <u>Log on CPOMs</u></p> <p>If no sustained improvement, student will be asked to leave the Sixth Form with immediate effect.</p>

Unauthorised absence thresholds for 2024-25

	Days missed at 98%	Days missed at 95%	Days missed at 93%	Days missed at 90%
Half term 1	0.5 days	2 days	3 days	3 days
Half term 2	1.5 days	4 days	6 days	8 days
Half term 3	2 days	5 days	8 days	10 days
Half term 4	2.5 days	6 days	10 days	14 days
Half term 5	3 days	8 days	12 days	17 days
Half term 6	4 days	10 days	15 days	21 days

Attendance monitoring

- The Attendance Officers monitor pupil absence daily.
- If a pupil's absence shows patterns of absence which are unusual or includes unauthorised absences, we will contact the parents / carer to discuss the reasons for this.
- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- If strategies are insufficiently successful in improving attendance, a referral will be made to the Local Authority's Education Welfare Service and may result in the issue of a formal warning notice.

Pupil-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, local average and share this with E-ACT. The School tracks the attendance of individual pupils to identify whether there are groups of children whose absences may be a cause for concern. We use this information to identify any children who may need intervention and support. Patterns of attendance and the impact of strategies to improve attendance are monitored internally by the Deputy Headteacher and additionally by E-ACT.

Recognising Good Attendance and Punctuality

At Ousedale School we will use a range of measures to praise and reward pupils who meet their attendance and punctuality targets. This will often include achievement assemblies where pupils will receive recognition and reward for high levels of attendance and excellent punctuality and be entered into rewards. The details of which are listed below.

- Instill a mindset of high expectations around attendance and remind staff to model a 100% expectation for pupils to attend and learn in every lesson. All staff to model personal punctuality themselves and good attendance is everyone's responsibility
- Establish a senior leadership team presence around the school. Senior leaders, PALs and staff will meet and greet pupils at the front of the school every morning, to give pupils a warm welcome
- Work with parents / carers (including the PTA and SEND Parent Forum) and use meetings/newsletters and the school's website to get all parents on board with the school's expectations for high attendance
- Work jointly with the local authority to provide formal support options including parenting contracts and education supervision orders for pupils at risk of becoming persistently absent and: where there are safeguarding concerns, ensure joint working between the local authority, children's social care services and other statutory safeguarding partners
- Share the importance of good attendance in tutor time, assemblies and PSHE and discuss with pupils what happens if someone is late in the workplace or misses work
- Provide pupils with a purpose to be in the school each day and link good attendance with achievement. Learning mentors to support pupils and parents / carers with attendance issues to see if there are any reasons in the school or out that may be stopping them coming into school. Working with external agencies where required for further support
- Provide secure conditions for learning and we will be relentless with managing bullying or any other issues between pupils. Offer safe places in the school to make sure pupils are supported and feel they can attend school safely
- Use our exciting curriculum and experiences programme to entice pupils to feel their learning is worthwhile
- Reasonable adjustments will be made for SEND pupils

We will also recognise pupils who make significant improvements to their attendance or punctuality.

Additional support and reasonable adjustments

Ousedale School recognises that some young people face challenging barriers that might impact their ability to attend the school regularly. We work closely with families and outside agencies to provide additional support to mitigate these barriers. This includes onsite provision to facilitate a transition to full time education.

Academy strategy for addressing Persistent and Severe Absenteeism

To prevent a child's attendance falling below 90% the school has a range of support strategies to re-engage our young people with their learning. This will include seeking student voice, working together with families to overcome barriers, and seeking support from wider services. If the school is unable to successfully engage with families and unexplained absence continues support will be formalised in conjunction with the Local Authority.

Legal Sanctions

Ousedale School will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from the school, where the child is of compulsory school age, by issuing a penalty notice.

Before issuing a penalty notice, the school (in consultation with the Local Authority) will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during School hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with local authority processes set out in the local code of conduct.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

In addition to the Trust's graduated response, Ousedale School will also:

- AO (Attendance Officer) will update the attendance regularly and meet with PALs every fortnight (KS3 1 week and KS4 the next week) to address attendance issues for their year group. PALs must continue to inform them of any letters that need to be sent out.
- There will be 2 separate marksheets. One will focus on overall attendance and the other unauthorised absence.
- The 'notes' on the mark sheet must be kept up to date on why a pupil's attendance is below 96%.
- If a pupil has had a previous year(s) of attendance below 93% a meeting must be convened immediately once the attendance falls below 98% (see letter system)
- AO & and PALs will use the 'three letter' system
- Once attendance dips below 98% (or 2% unauthorised absence in line with the Trust Graduated Response), a direct message will be sent. Tutors to complete an early help assessment of needs to identify causes of unauthorised absence for students for students with 3% unauthorised absence (in line with Trust Graduated response)
- Once attendance falls between the 96%-94% threshold (or 5% unauthorised absence as per trust graduated response) letter 1 will be sent (if no genuine reason for absence), plus the 'attendance matters diagram'. PALs will complete an Attendance Support Plan with the parent and pupil and set targets.
- If no improvement of attendance from letter 1 and attendance is below 90% (persistent absence - or 8% unauthorised absence as per trust graduated response) letter 2 will be sent and where possible a meeting will take place within a week of the letter being sent with

parents/carers, PAL and SLT link (rep of SEND if student is on the SEND register). AO & PAs will set up meeting.

- In the meeting, it must be stated that the pupil should be brought to school if parent believes they are sick and the school should make decision to send home.
- An Attendance Improvement Plan will be completed and signed by all parties and an attendance target. A warning letter will be issued at the meeting to confirm that if attendance does not improve the parent/carer will be invited back for a Police and Criminal Evidence Act 1984 (PACE) interview. Information will be given about the PACE interview and the parent(s)/carer(s) right to legal representation. All information is on the leaflet which parents/carers can take with them.
- Parents/carers informed that they must now provide evidence for anymore absence and that absence will not be authorised unless the parent/carer provides GP or other medical proof
- Ten unauthorised attendance sessions is the start point for legal intervention
- A certificate of attendance will be provided that highlights amount of unauthorised absence and reasons given by parent/carer
- All paperwork will be retained by the Attendance Officer and a folder of evidence created for possible future prosecution
- Attendance matters diagram will be discussed at the meeting
- If no improvement after a monitored period (or a pupil reaches 10% unauthorised absence in line with the Trust Graduated Response), letter 3 will be sent inviting parents to attend a pre PACE attendance interview. This letter sent will be sent by the Senior Attendance Officer from the Local Authority.
- If parents/carers do not attend the meeting or If no improvement of attendance after two weeks from meeting a referral for prosecution made on V2 by AO & PA&AS. The Senior Attendance Officer (SAO) will interview each parent/carer separately under caution about their child's non-attendance. At this meeting, the SAO is not looking for solutions to the non-attendance but merely gathering evidence prior to a criminal prosecution. There is a requirement for an overall attendance of 90% or below. All supporting information to be provided by the school and/or other agencies in the form of a 'court pack'
- The court pack will contain attendance certificate, parent contracts, school attendance interview sheet, copies of all letters sent out and any other relevant information
- If any improvement at any stage the 'improvement attendance letter' can be sent
- AOs will send PALS a list of pupils who have hit the 3% unauthorised absence trigger each week. PALS will share this with tutors in their weekly pastoral briefing meeting.
- PALS will inform tutors when a member of their tutor group has attendance between 93%-98% so that Form Tutors can intervene.
- Learning Mentors will have an attendance focus group for their year group(s) to see if there are any reasons in school or out that may be stopping them coming into school.
- Reward good attendance and those pupils whose attendance improves over time with certificates in assemblies, tutor time and at achievement awards evenings
- Work with the local authority and parents/ carers to support severely absent pupils (50% below attendance) and agree a joint approach to improve attendance.



Appendix 2 Attendance Early Help Assessment of Need

Attendance Early Help Assessment of Need (EHAN)

To be completed by appropriate member of school staff. This can be through conversation and log on CPOMs or completion of appendix 2 below (Academy choice).

Attendance certificates to be provided for MOS conducting EHAN.

Pupil Details	
Name	
Year/Tutor Group/Class	
Reasons for Unauthorised Absence Identify absences (particularly unauthorised absence) on the attendance certificate. Discussion with student and/or parent to determine reasons for the absence.	
Barriers Identified Discussion with student/parent to identify any barriers they may have to prevent them attending.	
Interventions/Targets discussed. Attendance improvement target set Outline any interventions needed or put in place to prevent further absence.	

Appendix 3 Attendance Support Plan

Attendance Support Plan (94% to 96.9%)

To be completed by the Headteacher (Primary only) or pastoral team (Secondary)

Pupil Details	
Name	
Year/Tutor Group/Class	
Home language	
Parent's/carers names	
Student Care Team Lead	

Attendance	
Attendance data overview	

Attendance Meeting 1	Date	
Attendees		
Pupil's view		
Parents' view		
Discussion	<ul style="list-style-type: none"> • • • • • • • • 	

	<ul style="list-style-type: none"> • • • • • •
Agreed Aims	
Commitments	Evaluation (to be completed in review meeting)
The pupil agrees to:	
The parent(s) / carer(s) agree to:	
The school agrees to:	
Signed	
.....(pupil)	
.....(parent/carer)	
.....(school)	

Review Meeting	Date	
Attendees		
Next steps		

Appendix 4 Attendance Improvement Plan

Attendance Improvement Plan (91% to 93.9%)

To be completed by the Headteacher (Primary) or Attendance Officer/SLT (Secondary)

Pupil Details	
Name	
Year/Tutor Group/Class	
Home language	
Parent's names and contact details	
Attendance Officer	

Attendance	
Attendance data overview	

Attendance Meeting 1	Date	
Attendees		
Pupil's view		
Parents' view		
Discussion	<ul style="list-style-type: none"> • • • • • • • • • • • 	

	• • •
Agreed Aims	
Commitments	Evaluation (to be completed in review meeting)
The pupil agrees to:	
The parent(s) /carer(s) agree to:	
The school agrees to:	
Signed	
.....(pupil)	
.....(parent/carer)	
.....(school)	

Review Meeting	Date	
Attendees		
Next steps		

Appendix 5 Admission register

1 Admission register

- 1.1 In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the Academy will:
 - 1.1.1 maintain an admission register of pupils admitted to the Academy (also known as the school roll); and
 - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the Academy's admission register at non-standard transition points.
- 1.2 The admissions register contains specific personal details of every pupil in the Academy, including their date of admission, information regarding parents and carers and details of the school they last attended.
- 1.3 The Academy will not 'off-roll' pupils, that is, it will not remove a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal would be primarily in the interests of the school rather than in the best interests of the pupil.
- 1.4 Where the Academy notifies the local authority that the pupil's name is to be deleted from the admission register, the Academy must provide it with the following information:
 - 1.4.1 the full name of the pupil.
 - 1.4.2 the full name and address of any parent with whom the pupil lives.
 - 1.4.3 at least one telephone number of any parent with whom the pupil lives.
 - 1.4.4 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.
 - 1.4.5 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable.
 - 1.4.6 the ground (set out in regulation 9 (1) or (3) under which the pupil's name is to be deleted from the admission register.

Appendix 6 Attendance register

1 Attendance register

- 1.1 Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements and the Academy has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the regulations.
- 1.2 The attendance of non-compulsory school age will be recorded in the same way so that attendance can be monitored, unexplained absences are investigated, and the Academy can ensure their safety and welfare.
- 1.3 The Academy will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.4 The Academy is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.5 On each occasion it will be recorded whether every pupil is:
 - 1.5.1 present.
 - 1.5.2 absent.
 - 1.5.3 attending an approved educational activity.
 - 1.5.4 unable to attend school due to an exceptional circumstance.

2 Recording absence

- 2.1 Absence will be recorded as set out in 3 and 5 below using national absence codes correlating to:
 - 2.1.1 authorised absence.
 - 2.1.2 excluded (while still on the admission register).
 - 2.1.3 holiday authorised by the Academy.
 - 2.1.4 illness.
 - 2.1.5 medical or dental appointments.
 - 2.1.6 religious observance.
 - 2.1.7 study leave.
 - 2.1.8 Gypsy, Roma, and Traveller absence.

3 Authorised absence from school.

- 3.1 All applications for authorised absence from school should be made with reasonable notice and addressed to the Headteacher.
- 3.2 Only exceptional circumstances will warrant an authorised leave of absence. The Academy will consider each application for authorised absence individually taking

into account the specific facts and circumstances and the relevant background context behind the request.

- 3.3 If a leave of absence is granted, it is for the Headteacher to determine the length of time the pupil is authorised to be away from school.
- 3.4 Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

4 **Remote education**

- 4.1 The Academy is required to record all absence from in-person lessons.
- 4.2 The Academy may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the Academy site, to keep pace with their education.
- 4.3 The Academy must ensure pupils accessing remote education are marked as absent on the register using the most appropriate absent code (para 311 in WTISA 2024). Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.

5 **Unauthorised absence**

- 5.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the Academy is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:
 - 5.1.1 holiday has not been authorised by the Academy or is in excess of the period determined by the Headteacher.
 - 5.1.2 the reason for absence has not been provided.
 - 5.1.3 a pupil is absent from school without authorisation.
 - 5.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.
 - 5.1.5 frequent sporadic illness without sufficient justification in relation to health.