



Holyhead

Teach What Matters

Attendance Policy

Autumn 2021

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Contents

1. Aims	2
2. Legislation and guidance	2
3. Definitions	3
4. Training of Staff	3
5. Student expectations	4
6. School procedures	4
7. Authorised and unauthorised absence	6
9. Strategies for promoting attendance	9
10. Roles and responsibilities	9
12. Attendance monitoring and review	11
Appendix 1	13
Attendance Codes	13
Appendix 2	16
Appendix 3	17
Appendix 4	18
Appendix 5	19



Attendance Policy

1. Aims

- 1.1 Holyhead School believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot learn if they do not attend the school - attendance is a prerequisite to learning. We are committed to:
- Promoting a positive attitude towards attendance and good time keeping with students and parents/carers, and to reward good attendance.
 - Ensuring equality and fairness for all.
 - Intervening early and working with other agencies to ensure health and safety of our students.
 - To create a climate which gives attendance a high profile and ensures that absence for any reason is kept to a minimum.
 - Ensuring every student has access to full-time education to which they are entitled.
 - Acting early to address patterns of absence and to avoid persistent absence.
 - Rewarding regular attendance.
 - Recognising the importance of attendance to the overall achievement of students at Holyhead.
- 1.2 We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.
- 1.3 Holyhead recognises that punctual and regular school attendance is essential for effective learning and clearly impacts on attainment as well as social and emotional development. In addition, if students are in school they are safe. As a school we are committed to supporting the attendance of students and to responding to difficulties and issues which might lead to non-attendance. As students have to remain in education or training until the age of 18, attendance expectations are uniform across the school from 11-19.

2. Legislation and guidance

- 2.1 This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
- The Education Act 1996
 - The Equality Act 2010
 - The Education and Inspections Act 2006

- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
 - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
 - [DfE \(2020\) 'School Attendance'](#)
 - [DfE \(2016\) 'Children Missing Education'](#)
 - [DfE \(2021\) 'Keeping Children Safe in Education'](#)
- 2.2 This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.
- 2.3 This policy operates in conjunction with the following school policies:
- Complaints Procedures Policy
 - Children Missing Education Policy
 - Child Protection and Safeguarding Policy
 - Behaviour Policy

3. Definitions

- 3.1 The school defines "absence" as either:
- Arrival at school after the register has closed.
 - Not attending school for any reason.
- 3.2 The school defines an "authorised absence" as:
- An absence for sickness for which the school has granted leave.
 - Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
 - Religious or cultural observances for which the school has granted leave.
 - An absence due to a family emergency.
- 3.3 The school defines an "unauthorised absence" as:
- Parents keeping children away from school unnecessarily or without reason.
 - Truancy before or during the school day.
 - Absences which have not been properly explained.
 - Arrival at school after the register has closed.
 - Absence due to shopping, looking after other children or birthdays.
 - Absence during day trips and holidays in term time which have not been agreed.
 - Leaving school for no reason during the day.
- 3.4 The school defines "persistent absenteeism (PA)" as:
- Missing 10 percent or more of schooling across the academic year for any reason.

4. Training of Staff

- 4.1 We recognise that early intervention can prevent bad behaviour. As such members of staff will receive training in identifying potentially at-risk students as part of their inductions and annual refresher training.
- 4.2 Teachers and associate staff will receive training on this policy as part of their new starter induction.
- 4.3 Teachers and support staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.
- 4.4 Teachers and associate staff will receive regular and ongoing training as part of their development.

5. Student expectations

- 5.1 Students will be expected to attend school every day and will sign an agreement at the beginning of each school year.
- 5.2 The school expects all students to attend lessons punctually.

6. School procedures

6.1 Absence Procedures

- Parents/carers are required to contact the school as soon as possible on each day of any absence.
- To notify the school of an absence parents/carers should phone the Attendance Officer on 0121 523 1967 or 0121 523 1960 Option 1 for Years 7-11 and Option 3 for Sixth Form or via Arbor communication.
- Alternatively, parents/carers may call into school and report to the school office where arrangements will be made to speak to a member of staff, e.g. Head of Year, for instance.
- A truancy text will be sent to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.
- The school will always follow up on absences in order to:
 - Ascertain the reason for the absence.
 - Ensure that proper safeguarding action is being taken.
 - Identify whether the absence is authorised or not.
 - Identify the correct code to use to enter the data onto Arbor.
- In cases of emerging persistent absence (where attendance drops below 93%), arrangements will be made for parents/carers to speak to the Attendance Officer, and students will be placed in an intervention group.
- The school will inform the LA, on a termly basis, of the details of students who fail to attend regularly, or who have missed 10 school days or more without permission.
- Where a student has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation after 20 consecutive school days, the school will remove the student from the admission register if the school and LA have failed to establish the whereabouts of the child after making reasonable enquiries. The school may also complete a Child Missing in Education Form.

6.2 Contact information

- Parents/carers must provide accurate and up-to-date contact details for **at least two emergency contacts**. Details can be changed by the parent/carer through the Arbor Parent Portal.
- Parents are responsible for updating the school if the details change.

6.3 Attendance register

- Members of staff will take an attendance register at the start of every lesson.
- The school will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. See Appendix 1 for the DfE attendance codes.
- Every entry in the attendance register will be stored in compliance with the current Data Protection legislation.
- Students must arrive in school by 8.40am on each school day. The roll call for the morning will be taken at 8.45am and will be kept open until 9.30am. The roll call for the afternoon will be taken at 13.30 and will be kept open until 14.00.

6.4 Appointments

- As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- Where this is not possible, a note and appointment card should be sent to the Attendance Officer.
- If the appointment requires the student to leave during the school day, the student must be signed out by the parent or Vice Principal or Head of Year.
- Students must attend school before and after the appointment wherever possible.

6.5 Lateness and punctuality

- Punctuality is of the utmost importance, and lateness will not be tolerated.
- Students are expected to be on the school site at 8.40am. Any student arriving after this time will have their names taken by a member of the Senior Leadership team or a Head of Year and will attend a 30 minute detention at lunchtime. Students failing to attend the lunchtime detention will be picked up at the end of the day for a 60 minute detention. Parents/carers will be informed of this detention via Arbor's Parent Portal.
- Students who arrive late after 9.00am must report to the Attendance Officer.

6.6 Following up absence

- The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.
- Should a student be absent and the school has not been notified following the procedures in section 3.2, parents/carers will receive a truancy call between 9.30 and 10.30am informing them that their child is not in school. Parents/carers

should then notify the school as soon as possible of any reason for absence or if they have any concerns regarding their child's absence.

- Should a parent/carer inform us that their child should be in school immediate action will be taken to try and locate the student on the school site and the outcome will be reported back to parents/carers as soon as possible.
- If after two days a student has not returned to school and there has been no reason given for absence, the Pastoral Team will arrange a home visit by two Holyhead staff members.

6.7 Truancy

- Truancy means any absence of part or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence.
- All staff will be concerned about the regular attendance of students, and the importance of continuity in each child's learning.
- All students are expected to be in their classes by 8:45 and 13:40, where the teacher will record the attendance electronically.
- Any student with permission to leave the school during the day must sign out at reception and sign back in again on their return.
- Immediate action will be taken when there are any concerns that a student might be truanting.
- If truancy is suspected, the Principal will be notified and contact will be made to the child's parents/carers via the Head of Year or Vice Principal, in order to assess the reasons behind the student not attending school.
- The following procedures will be taken in the event of a truancy:
 - In the first instance, a letter of warning will be sent to the parents/carers of the student, informing them of the truancy and stating that any future occurrences could result in further action being taken.
 - If any further truancy occurs, then the school will consider issuing a penalty notice.
 - A penalty notice will be issued where there is overt truancy, inappropriate parentally- condoned absence, excessive holidays in term time and persistent late arrival at school.

6.8 Reporting to parents

- A student's attendance will be reported to parent/carer once a term via an attendance report (see Appendix 2). Parents/ Carers will also see their child's attendance on the student's Academic Profile which is issued once a term.
- A student's live attendance will also be accessible via Arbor Parent Portal.
- For students where attendance is a concern, Form Tutors/Heads of Year will regularly inform parents/carers by phone/Arbor/meetings and actions for progress will be planned and actioned.

7. Authorised and unauthorised absence

7.1 Term-time leave

- Our aim is to prepare students for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.

- Leave during term time will only be authorised by the Principal in exceptional circumstances, for example bereavement or serious illness.
- Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account.
- Requests for leave will not be granted in the following circumstances:
 - During Year 7 when a student is settling into the school, unless exceptional circumstances apply, e.g. the death of a family member;
 - Immediately before and during assessment periods;
 - When a student's attendance record shows any unauthorised absence;
 - Where a student's authorised absence record is already above 10 percent for any reason.
- If term time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may result in sanctions such as a penalty notice.

7.2 Religious observances

- The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- Parents/carers must inform the school at least 7 days in advance if absences are required for days of religious observance.
- The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the students' parent/carer belongs.

7.3 Traveller students travelling for occupational purposes

- This covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.
- Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision.

7.4 Exceptional circumstances

- When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.
- Where parents/carers have applied for leave during term time and this has been granted by the Principal.
- Parents/carers must apply for term time leave by completing the Exceptional Circumstances form. All the requested information must be provided, failure to fully complete the form will result in the request being denied. The request form can be collected from the main reception (See Appendix 3).
- If the Principal agrees to the term time leave request a contract will be signed by the parents/carers with agreed dates of return. (See appendix 4). If the student(s) do not return by the agreed date then a Penalty Notice may be issued to the parents/carers and the student(s) may be removed from the school register in accordance with the Education (pupil registration) Regulations Act 2006.
- If the request is denied parents/carers will be informed by letter. (See appendix 5) If parents/carers decide to take the leave, the absence will be marked as

unauthorised and may result in a Penalty Notice being issued or legal action being taken.

7.5 Study leave

- DfE Guidance states that “Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.”
- Study leave is not granted by default, and is only granted to students in Year 11 where it is seen to be of benefit to the student, for example mental health.
- Provision will still be made available for students who wish to revise in school.
- Students in Year 13 are granted a limited form of Study leave during the A Level exam series, but this involves students still attending lessons for revision and working from home on mornings/afternoons when they do not have lessons.

7.6 Reduced timetables

- This will only be considered for cases where a student is suffering from a long term illness or may be returning after a long term illness. On rare occasions this may also be considered if there is risk to the student.

8. Children missing in education

8.1 Missing children

- A child going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future.
- The school holds two or more emergency contact numbers for each student. It is good practice to ask parents/carers to give the school additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.
- The school will notify the Local Authority of any student who fails to attend school regularly, or has been absent without the school’s permission for a continuous period of 5 days or more. The school will also notify the local authority of any student who is to be deleted from the admission register because he/she:
 - Has been taken out of school by their parent/carers and is being educated outside the school system (e.g. home education)
 - Has ceased to attend school and no longer lives within a reasonable distance of the school at which s/he is registered (moved within the city, within the country or moved abroad but failed to notify the school of the change).
 - Displaced as a result of a crisis e.g. domestic violence or homelessness; Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither s/he nor his/her parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.

- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the school at the end of that period.
- Has been permanently excluded.
- Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

8.2 Legal sanctions

8.1.1 Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Holyhead follows Birmingham's Leave in Term Time (Penalty Notice) details of which can be found at:

www.birmingham.gov.uk/info/20014/schools_and_learning/690/pupil_attendance_advice_for_schools

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

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

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

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

9. Strategies for promoting attendance

9.1 Holyhead creates an ethos and culture which encourages good attendance and recognises students' attendance achievements.

9.2 This is done via Year Group Awards assemblies and Presentation Evening.

9.3 Good attendance and punctuality will be rewarded in the following ways:

- Postcards sent home
- Certificate
- MyPoints
- Attendance badges

9.4 School trips and events are a privilege. Where attendance drops below 90 percent, these privileges may be taken away.

9.5 Attendance at the Year 11 prom requires 93 percent attendance across all 5 years.

10. Roles and responsibilities

It is the responsibility of all staff, parents/carers and students to ensure good attendance and punctuality to the School.

10.1 Class teachers/Form Tutors

- Class teachers are responsible for recording attendance on a daily basis and for each lesson, using the correct codes, and submitting this information to the school office.
- Form Tutors are responsible for checking attendance for students in their Form and raising awareness with the appropriate member of staff of any discrepancies or issues of concern.
- They are also responsible for phoning home for any attendance concerns.
- Form Tutors to inform students of weekly attendance and punctuality %
- Will ensure that all registers are up-to-date, accurate and completed on time in accordance with the school's procedures and statutory requirements.

10.2 Pastoral Leaders

- Will monitor registers on a regular basis to check for trends in absence and punctuality.
- Will liaise with the Attendance Manager and other agencies.
- Will ensure that all staff are following procedures on completing registers and refer any concerns/problems to their Vice Principal.
- Will host Academy Attendance Review Meetings with the Attendance Officer.
- Will monitor students who arrive late.

10.3 Leadership

- Will consider applications for absence from the School and communicate with parents/carers.
- Will collate attendance data at the end of each term and the end of the academic year, or as required, and set annual attendance targets.
- Will develop and update strategies to promote and reward good attendance and punctuality.
- Will liaise with the Attendance Officer to develop initiatives and strategies to improve/maintain attendance.
- Will monitor and analyse attendance, providing whole Academy data for internal and external use.
- Will ensure that parents/carers are informed about attendance and the procedures and criteria for authorising absence.
- Ensure that all registers are kept for a period of 3 years.
- Will update Leadership, Pastoral managers of whole school attendance and trends on a weekly basis
- Include an Attendance Summary in students' Annual Report to Parents.

10.4 The Attendance Manager

- Will provide a first day phone call to absent students where appropriate.
- Will take telephone messages when students are absent from school and inform tutors.
- Will encode Arbor to explain absences.
- Will provide Pastoral Managers and Leadership with a weekly print out of all form groups' attendance for monitoring.
- Attend a weekly meeting with Leadership.

- Will provide 100% attendance data for pastoral leads and other data as required.
- Will provide weekly accumulative attendance/ punctuality data
- Monitors student attendance and punctuality and ensures that follow up procedures are adhered to
- Ensures that attendance registers are accurate.
- Send out the daily truancy call.
- Produces attendance reports for students below the threshold for the Vice Principal for Safeguarding and Wellbeing and for the Associate Vice Principals and Heads of Year.
- Reports concerns about attendance to the Vice Principal for Safeguarding and Wellbeing and for the Associate Vice Principals.
- Administers the Birmingham Fast Track procedures.

10.5 The Governing Board has overall responsibility:

- Monitoring the implementation of the attendance policy and procedures of the school.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

10.6 The Principal is responsible for:

- The day-to-day implementation and management of the attendance policy and procedures of the school and distributing these to parents/carers.

10.7 Staff, including teachers, associate staff and volunteers will be responsible for:

- Following the attendance policy, and for ensuring students do so too. They will be responsible for ensuring the policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated.

10.8 Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session. Reception staff are expected to take calls from parents/carers about absence and refer to the Attendance Officer.

10.9 The school will ensure that every student has access to full-time education and will act as early as possible to address patterns of absence.

10.10 The school will inform the LA of any student being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

10.11 Parents/Carers

Parents/carers have a legal duty to ensure their child attends the School in a fit state to learn and:

- Will contact the Academy on the first day of absence, in writing or by telephone before 8.45am, giving reasons for absence and an anticipated return date.
- Must complete a leave of absence request from the School
- Should avoid taking their child out of School during term time and certainly when the School's tests or examinations are taking place.
- Will phone or provide a note if their child arrives after 9.30 am.
- Will make medical appointments before or after the Academy day.

PERSISTENT ABSENCE

Holyhead School expects that all students attend every day. The attendance team works closely with students and their families if attendance is below 95%, or at risk of falling below 95%. If a student's attendance does not improve as a result of intervention and support, the Spotlight process including court action will begin.

11. Sixth Form attendance

- 11.1 Excellent attendance is vital to students achieving academic success at Key Stage 5 studies, and in recognition of this importance the Holyhead Sixth Form attendance policy adheres to the same core principles as those applied in Years 7-11, although there are specific examples where practice varies.
- 11.2 All Sixth Form students and parents/carers are required to sign and accept the terms of the Sixth Form Learning Agreement at the start of the academic year which outlines the key principles of attendance and instances where such variations in practice between Years 7-11 and Sixth Form exist. The following are such examples of Sixth Form specific expectations and standards:
- In previous years, students who meet the academic, attendance and motivation criteria to qualify for Home Study are entitled to study from home on afternoons where they have no timetabled lessons. With the current guidelines from the DfE for the return of students in September and the specific rooming arrangements we have now had to put in place to facilitate year group 'bubble' zones, we have much reduced study room space during non-contact periods and will be operating a modified approach to Home Study for the academic year 2020-21.

- In 2020-21 Sixth Form students will attend school for the lessons they have, signing in with the Sixth Form Office on arrival and signing out before they leave the school site. Parental consent will be sought for each student, and for those students who would need to use public transport to go home between lessons this will not be allowed and students will have access to the limited private study space in school.
- Parents/carers of a student who has not signed in and/or who have not contacted school to notify us of their absence will be contacted via text message to make contact with the Sixth Form Office to confirm the whereabouts of the student.
- With students having private study periods on their timetables, any student who is not in a timetabled lesson during period 1 or period 4 is required to sign in with a member of the Sixth Form Administrative Team. This is used as their am/pm roll call.
- Parents/carers and students should avoid, if at all possible, making appointments during school hours. However, parents/carers of a student may request an authorised absence in the following circumstances: a university interview or open day; work experience; funerals or unavoidable hospital/other medical appointments. In such exceptional circumstances absences may be granted at the discretion of the Director of Sixth Form. Parents are required to complete a signed Sixth Form Request for Absence form which should be returned to the Sixth Form Office at least 48 hours in advance. Request for Absence forms are available from the Sixth Form Office and from the Sixth Form section of the school's website. Parents/carers should note that completion of a form does not guarantee that permission for absence will be granted.

12. Attendance monitoring and review

- The Attendance Officer monitors student absence on a daily basis.
- The school monitors attendance and punctuality throughout the year.
- Details of our absence levels can be found on our website.
- Student-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this. Attendance data is also used internally to track and monitor the attendance of an individual or group of students, in order to identify students who may need additional support or assess the impact of intervention.
- The school's attendance target is 95 percent each year.
- This policy will be reviewed annually by the Deputy Principal and the Attendance Officer.
- Any changes made to the policy will be communicated to all members of staff.

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Policy Lead: A Bowen, D Reddy

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	This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.
D	Dual Registered - at another educational establishment	<p>This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.</p> <p>The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.</p> <p>Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have</p>

		in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
J	At an interview with prospective employers, or another educational establishment	This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
P	Participating in a supervised sporting activity	This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip or visit	This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
W	Work experience	Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Code	Definition	Scenario
Authorised absence		
Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.		
C	Authorised leave of absence	Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and

		circumstances and relevant background context behind the request.
E	Excluded but no alternative provision made	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
H	Holiday authorised by the school	Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
I	Illness (not medical or dental appointments)	Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
M	Medical/dental appointment	Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out

		of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
R	Religious observance	Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.
S	Study leave	Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
T	Gypsy, Roma and Traveller absence	<p>A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.</p> <p>This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.</p> <p>To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.</p>

Code	Definition	Scenario
Unauthorised absence		
Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:		
G	Holiday not authorised by the school or in excess of the period determined by the head teacher.	If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
N	Reason for absence not yet provided	Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
O	Absent from school without authorisation	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Arrived in school after registration closed	Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.
<u>Not attending in circumstances relating to coronavirus (COVID-19)</u>		
X	Not attending in circumstances relating to coronavirus (COVID-19) <i>(This code is not counted as an absence in the school census)</i>	This code is used to record sessions where the pupil's travel to or presence at school would conflict with: <ul style="list-style-type: none"> guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health

		<p>England or the Department of Health and Social Care or</p> <ul style="list-style-type: none"> any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19). <p>Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend as detailed below.</p>
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Code	Definition	Scenario
Administrative Codes		
The following codes are not counted as a possible attendance in the School Census		
X	Not required to be in school	<p>This code is used to record sessions that non-compulsory school age children are not expected to attend.</p>
Y	Unable to attend due to exceptional circumstances	<p>This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> The school site, or part of it, is closed due to an unavoidable cause; or The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. <p>This code can also be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). <p>This code is collected in the School Census for statistical purposes.</p>

<p>Z</p>	<p>Pupil not on admission register</p>	<p>This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.</p>
<p>#</p>	<p>Planned whole or partial school closure</p>	<p>This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.</p>

School Attendance

A very important message for all Parents/Carers

Insert Date

Dear Parent/Carer,

..... Academy/School is working in partnership with parents and the Local Authority to improve school attendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. ***Head Teachers may not authorise leave during term time except where the circumstances are exceptional.***

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Legal action that may be taken includes:

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.
- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Being taken to court could result in you having a criminal record.

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If your child's level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School and the Local Authority taking legal action.

Again, we would like to thank those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity.

Yours sincerely,

Dear Parent/Carer,

Please find attached your child's Attendance and Punctuality Report. Nationally, the expected level of attendance for all students is 97% or above.

Due to the very strict measures regarding school attendance and the safeguarding of students any absence is to be considered a cause for concern and to be acted on accordingly.

Please can I draw your attention to the chart below which shows the amount of school days lost through absence. The impact of those lost days of learning disrupts the education of your child. Research shows that students who do not attend school regularly do not achieve as well in examinations, find it difficult to maintain friendships, miss out on social events do not achieve well in exams and miss out on opportunities in further education and the world of work?

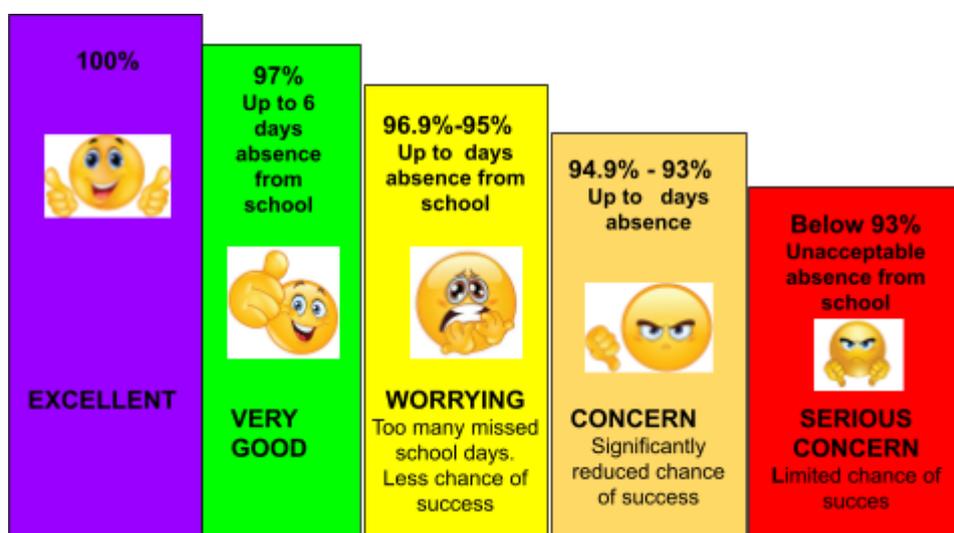
I would, therefore, appreciate your support in helping us to ensure your child is in school every day. Should you need to report an absence please let the School's Attendance Officer, Mr Evans know by 8.00am by ringing 0121 523 1960 Ext 3020. In the case of Sixth Form students please inform the Sixth Form Office by ringing 0121 523 1960 (Ext 3071/3057). However, we would expect any such absences to be very rare.

If you have any concerns and you would like to discuss this matter further please contact the school and a member of the SPACE or the Sixth Form Team who will be happy to listen and talk through any concerns.

Thank you for your continuing support

Yours faithfully,

Head of Year



STUDENT TERM TIME LEAVE REQUEST

EXCEPTIONAL CIRCUMSTANCES – student TERM TIME LEAVE REQUEST

Student's Name D.O.B Form

Student's Name D.O.B Form

I request permission for the above named student(s) to be granted leave during the school term.

Reason for request

.....

Dates of Absence

From To No of school days:

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, I / we could then be required to attend Court; this could result in a fine of up to £1000 per child and having a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.
- he/she may be removed from the school register in accordance with the Education (Pupil Registration) (England) Regulations 2006.

<p>Parent/Carer Name </p> <p>DOB.....</p> <p>Address..... </p> <p>Signature.....</p> <p>Date.....</p>	<p>Parent/Carer Name </p> <p>DOB.....</p> <p>Address..... </p> <p>Signature.....</p> <p>Date.....</p>
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Request **agreed / denied**

Signed Principal Dated

Home School Contract

This contract is an agreement between

The Parents/Carer of and the school.

We have agreed that will be absent from school from
(date).....to (date).....

The absence is due to exceptional circumstances and needs to take place at this time because:

.....
.....

He/she will return to school on or before:

Date.....

It is understood that if he/she does not return by the agreed date that the Local Authority may take legal action/issue a Penalty Notice to each parent for each absent child or he/she may be removed from the school register in accordance with the Education (Pupil Registration) (England) Regulations 2006.

Parent's/Carer's signature:

Principal's signature:

Date:

Request Denied Letter

Dear Parent/Carer names

Re: Child's name/D.O.B./Year Group» at «SchoolName»

Thank you for your recent leave of absence request form.

On this occasion I am not able to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that:

'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.

If you decide to take the leave, the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action being taken.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school, friendship with peers and support from staff can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day.

We are sure you would not wish to jeopardise your child's academic progress by taking them away at this time.

Yours sincerely,

Mr R Trafford
Principal

Attendance Changes During the Coronavirus (COVID-19) Pandemic

1. Recording attendance during partial school closure

1.1 During the partial school closure period, the school will adhere to the current government guidance by implementing the following measures:

- Attendance is non-compulsory during partial school closure and parents will not be fined for not bringing their child to school in line with the Coronavirus Act 2020 Disapplication of section 444(1) and (1A) of the Education Act 1996 (England) Notice 2020.
- The school remains open for all vulnerable students and children of key workers who cannot receive sufficient care at home.
- The school's attendance register will not be taken during partial school closure and the attendance code '#' will be used to denote planned full or partial school closure.
- The school will complete the 'Educational setting status' form by midday each day of partial school closure to provide the DfE with accurate information on whether the school is open to eligible students and how many students it is caring for during this time.
- If a child that is expected to be in school does not attend, the school will contact the child's parents or primary carers to ensure the safety and security of the child.
- Under no circumstance will an individual enter the school grounds if they are displaying symptoms of coronavirus.
- Parents will inform the school if their child (who is expected to attend school) is ill, and/or displaying symptoms of coronavirus, and is unable to attend school as a result.
- If a student lives with an extremely clinically vulnerable person, they will only be able to attend school if they adhere to strict social distancing measures.

2. Taking attendance during phased reopening

- When schools are advised to begin reopening to more students, the school will adhere to the current government guidance by implementing the following measures:
- Attendance is non-compulsory during phased reopening and parents will not be fined for not bringing their child to school in line with the Coronavirus Act 2020 Disapplication of section 444(1) and (1A) of the Education Act 1996 (England) Notice 2020.
- The school will resume its attendance register once phased reopening commences - the attendance register will be open for longer to account for staggered starts.
- In addition to the attendance register, the school will continue to submit the 'Educational setting status' form to the DfE.
- The school will devise a recovery plan which will enable it to reopen safely and adhere to strict social distancing and hygiene rules - this plan will be made in collaboration with parents, governors, staff and any other relevant party.
- The school respects the concerns of parents and will not pressure them into bringing their child to school if they feel the setting is unsafe, and will the school's plan to keep students safe in line with Public Health England's (PHE's) advice,

offering reassurance where required.

- The school will work with the LA to ensure those who are expected to attend school are doing so, and any unexplained absences are dealt with using the correct channels.
- Under no circumstances will an individual enter the school grounds if they are displaying symptoms of coronavirus.
- Parents will inform the school if their child (who is expected to attend school) is ill, and/or displaying symptoms of coronavirus, and is unable to attend school as a result.
- If a student lives with an extremely clinically vulnerable person, they will only be able to attend school if they adhere to strict social distancing measures.

3. Attendance and absence codes used to complete attendance registers until further notice:

- **Code X** - to be used for those year groups not attending including those in Year 10 and Year 12 that are not on the rota to come in.
- **Code Y** - to be used for students who are shielding or live with someone shielding, self-isolating, or have an EHCP and the risk assessment says no to them coming in, or COVID related.
- **Code C** - to be used for those refusing to come in due to safety.
- **Code I** - to be used if a student has been present, but is then ill as long as it is not COVID related.