

Document Title	MLT Attendance Policy
Author/Owner (Name and Title)	Executive Director of Secondary Education
Version Number	V3
Date Approved	20 th September 2024
Approved By	Chief Executive Officer

Policy Category (Please Indicate)	1	Trust/Academies to use without amendment
	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)

Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions
V1	October 2022	DHO	New policy – Fully revised in line with latest guidance.
V2	November 2023	DJA	Academy specific updates e.g. staff details
V3	July 2024	DJA	Fully revised in line with new DfE Attendance Guidance.

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1. AIMS

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. LEGISLATION AND GUIDANCE

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
 - [School census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a Student's attendance: guidance for schools](#)

3. ROLES AND RESPONSIBILITIES

THE LOCAL GOVERNANCE COMMITTEE

The Local Governance Committee is responsible for:

- Setting high expectations of all school leaders, staff, students and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and Local Authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate

- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across schools
- Holding the headteacher to account for the implementation of this policy

The Link Governor for attendance can be found in **Appendix 1**.

THE PRINCIPAL

The Principal is responsible for:

- The implementation of this policy at the Academy
- Monitoring school-level absence data and reporting it to Governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the DSLRA to be able to do so
- Working with the parents/carers of students with Special Educational Needs and/or Disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the Local Authority when a student with an Education, Health and Care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs

- Communicating the school's high expectations for attendance and punctuality regularly to Students and parents through all available channels

THE DESIGNATED SENIOR LEADER RESPONSIBLE FOR ATTENDANCE (DSLRA)

The designated senior leader is responsible for:

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the Academy
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues, including using 'attendance contracts'
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families
- Working with the Local Authority to pursue 'Education Supervision Orders' and 'Attendance Prosecution' where no significant improvement to attendance has been made, in line with the Rotherham and Doncaster Attendance Pathways (**see Appendix 1.1 and 1.2**).

The designated senior leader responsible for attendance can be found in **Appendix 1**.

THE ATTENDANCE TEAM

The school attendance team is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with Education Welfare Officers to tackle persistent absence
- Advising the Principal/DSLRA (authorised by the Principal) when to issue fixed-penalty notices

The Senior Attendance Officer can be found in **Appendix 1**.

TEACHING STAFF

Teaching staff are responsible for:

- Monitoring the class attendance and report any cause for concern to the Attendance Officer, SLT staff member or the Principal

- Have frequent discussion with students about the importance of regular attendance and punctuality
- Support students who have been absent in making up missed work.

NB. Subject teachers in Secondary Academies will follow up suspicious absences by informing the Tutor and Pastoral teams of any discrepancies immediately. They query persistent or frequent absences with the Tutor to ensure that it is not 'selective truancy'.

SCHOOL ADMIN/OFFICE STAFF

School administration/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Head of Year/Pastoral lead in order to provide them with more detailed support on attendance.

PARENT/CARERS

Where this policy refers to a parent/carer, it refers to the adult the school and/or Local Authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Make sure their child attends every on time
- Call the school to report their child's absence before 8.15 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the Academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or Local Authority
- Seek support, where necessary, for maintaining good attendance, by contacting your child's form tutor, Student Achievement Lead or Student Welfare Manager who can be contacted via Telephone: (01709) 864100

Parent/Carers have a legal duty to send their children to school regularly and risk prosecution if they fail in this duty. Only the Academy, within the context of the law, can approve absence. Parents/Carers cannot approve absence.

STUDENTS

Students are expected to:

- Ensure that they arrive promptly, attend all morning and afternoon sessions and timetabled lessons punctually

- Sign out at Student Reception and obtain an 'Authorised Absence' slip, which gives proof of their authorisation to be off-site
- May not leave the Academy premises during lunchtime. Note extensive 'Active Lunchtime' provision and a number of healthy eating outlets are provided
- Discuss promptly with the Attendance team any problems that may affect their attendance
- Attend school appropriately prepared for the day
- Sign in and out of the premises via the central entry/exit system (Sixth Form only).

NB. Permission to leave the site will normally only be given for fixed term suspension or authorised medical/dental appointments.

4. RECORDING ATTENDANCE

ATTENDANCE REGISTER

The Academy will keep an attendance register and place all students onto 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 student is:

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

Any amendment to the attendance register will include:

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

Registers are legal documents and must be taken clearly and accurately, using the correct symbols/codes. See **Appendix 3** for the DfE attendance codes.

We will also record:

- For students of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

The Academy will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.30 am and ends at 2.50 pm. The Year 10 and Year 11 school day ends at 3.40 pm.

Students must arrive in school by 8.20 am on each school day.

The register for the first session will be taken at 8:30 am and will be kept open until 9.00 am The register for the second session will be taken at 12.00 pm and will be kept open until 12.30 pm.

UNPLANNED ABSENCE

The student's parent/carer must notify the Academy of the reason for the absence on the first day of an unplanned absence by 8.15 am, or as soon as practically possible, by contacting the Academy Attendance team via ClassCharts or via the school contact number (01709) 864100.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the Academy will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the Academy is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

If the absence involves physical injury, with implications upon the student's return to the Academy, a risk assessment will be carried out by the SENDCO for each specific case.

Illness during the school day:

- If a student becomes genuinely unwell during the day, they will be sent to Reception by the Class Teacher (Primary Academies) or by their Teacher/Pastoral Manager (Secondary Academies). Students should not contact parents/carers directly
- Staff will then assess the illness and make decisions about whether parents/carers need to be informed and whether a student will be sent home, wait and/or return to class
- No student should leave the Academy premises for such arising medical reasons without staff permission (based on whether contact has been made with a parent/carer at home)
- In the event of a student being genuinely unwell and unable to continue with the Academy day, contact will be made with parent/carer. In the interest of safeguarding students' arrangements will be made for the student to be collected by a parent/carer or another nominated family member
- Appropriate First Aid will be administered where deemed necessary by a trained First Aider.

PLANNED ABSENCE

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. The Academy may request evidence of the appointments.

See **Appendix 4** which details how parents/carers should request a leave of absence.

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

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

LATENESS AND PUNCTUALITY

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code.

Students arriving after registration time will receive a late mark (L) in the register. If a student is going to be late, parents/carers have a responsibility to inform the Academy of their child's lateness by telephone.

Registers close at 9.00 am:

- Secondary - Students arriving after this time must report to the Attendance office.
- Primary - Students arriving after this time must report to Reception and/or Student Reception to be marked present and order lunch.

A text message will be sent to parents/carers before 10.00 am indicating lateness or absence if no contact has been made by parents/carers to explain this.

Secondary:

- Avoidable and persistent lateness in Secondary Academies will result in a detention.
- Students will be challenged for poor punctuality as follows:
 - Late to Tutor period will result in a detention (30 minutes on the same day)
 - Late marks to lessons will result in a detention (30 minutes on the same day)

Ultimately, the parent/carer of a child or young person who frequently arrives late at school can be prosecuted in the Magistrates Court under the Education Act 1996 for failing to ensure their child attends regularly.

FOLLOWING UP UNEXPLAINED ABSENCE

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

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the Academy cannot reach any of the student's emergency contacts, the Academy will conduct a home visit
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education Welfare Officer.

- Where relevant, report the unexplained absence to the student's Youth Offending Team Officer
- Where appropriate, offer support to the student and/or their parents/carers to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention (see section 5 – Legal Sanctions below), as appropriate.

REPORTING TO PARENTS/CARERS

The Academy will regularly inform parents/carers (see definition of 'parent', as used in this policy, in section 3 above) about their child's attendance and absence levels via termly reports.

5. AUTHORISED AND UNAUTHORISED ABSENCE

APPROVAL FOR TERM-TIME ABSENCE

The Principal will allow students to be absent from the Academy site for certain educational activities, or to attend other schools or settings.

The Principal will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Principal's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as events that are unexpected, unavoidable, and outside of your control.

Leave of absence will not be granted for a student to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form – **see Appendix 5**. The Principal may require evidence to support any request for leave of absence.

If a student is over compulsory school age (e.g. Sixth Form), leave can be requested or agreed by the student or a parent/carer they normally live with.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent/carer(s) belong(s). If necessary, the Academy will seek advice from the parent/carer religious body to confirm whether the day is set apart
- Parent/carer(s) 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
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the Academy
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the Local Authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Unauthorised absences are those which Maltby Learning Trust does not consider reasonable and for which no "leave" has been given. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy during the school day
- Absences which have never been properly explained
- Students who arrive at school too late to get a mark on the register
- Shopping
- Looking after other children
- Birthdays
- Day trips and holidays in term time
- Excessive, prolonged or repeated patterns for absence due to illness without medical evidence/ confirmation from a GP or other healthcare professional
- Waiting for a delivery
- Taking or collecting a relative to/from the airport
- Sleeping in after a late night
- Parent/carer's illness.

Our Academy 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 Principal (or someone authorised by them), Local Authority or the Police can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the Academy issues a penalty notice, it will check with the Local Authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the Academy 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 student
- 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/carers 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/carers that the student must not be present in a public place on that day).

Each parent/carer who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/carers 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/carer must pay £80 within 21 days, or £160 within 28 days.

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

A **third** penalty notice cannot be issued to the same parent/carer 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/carers do not engage with offers of support, the school may offer a notice to improve to give parents/carers a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the Local Authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents/carers 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

6. STRATEGIES FOR PROMOTING ATTENDANCE

See **Appendix 6** for the Academy's strategies for promoting attendance.

7. SUPPORTING STUDENTS WHO ARE ABSENT OR RETURNING TO SCHOOL

STUDENTS ABSENT DUE TO COMPLEX BARRIERS TO ATTENDANCE

See **Appendix 7** for the Academy approach towards students with complex barriers to attendance, including how they work with families and strategies for removing in-school barriers.

STUDENTS ABSENT DUE TO MENTAL OR PHYSICAL HEALTH OR SEND

See **Appendix 7** for the Academy approach towards students absent from school due to mental or physical ill health or their SEND, including how they work with families, adjustments they may make, and the additional support they provide.

Where a student has an Education Health and Care (EHC) plan and their attendance falls, or the Academy becomes aware of barriers to attendance that related to the student's needs, the school will inform the Local Authority.

STUDENTS RETURNING TO SCHOOL AFTER A LENGTHY OR UNAVOIDABLE PERIOD OF ABSENCE

See **Appendix 7** for the Academy approach to supporting students back into school after a lengthy or unavoidable period of absence.

8. ATTENDANCE MONITORING

MONITORING ATTENDANCE

The Academy will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the Academy and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request.

The Academy has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The Academy will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the Local Governance Committee.

ANALYSING ATTENDANCE

The Academy will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct a thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

All teachers should look out for any patterns in absence and investigate or report their concerns to the Attendance team and/or Pastoral teams as appropriate. If a student's attendance level drops below 97% the cause will be investigated by the Academy Attendance team who will liaise with parents/carers.

USING DATA TO IMPROVE ATTENDANCE

The Academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see below)
- Provide regular attendance reports to Class Teachers/Form Tutors, to facilitate discussions with students and families, and to the governing board and school leaders (including

Special Educational Needs Co-ordinators, Designated Safeguarding Leads and Student Premium Leads)

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, Local Authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate.

REDUCING PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents/carers of students who the school (and/or Local Authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the Local Authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5, above)
- Complete home visits for students who have not been in school for a longer period of time.
- Ensure the attendance pathways for Doncaster local authority are followed.

MONITORING ATTENDANCE AND PUNCTUALITY AT OFF SITE PROVISION

Where students attend external provision, weekly registration certificates are received from the external providers. These are monitored and any concerns reported to the Attendance team/Senior Leadership team.

9. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum every year by the Chief Executive Officer.

10. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Supporting Students with Medical Conditions
- Children with Health Needs who Cannot Attend School.

APPENDIX 1 – KEY STAFF

The **Link Governor for Attendance** is currently being confirmed at the time of writing.

The **designated Senior Leader responsible for Attendance** is Mr Sills and can be contacted on: 01709 864100.

The **Senior Attendance Officers** are Mr Kay and Mr Howarth and can be contacted on: 01709 864100.

APPENDIX 2 - PATHWAYS

DONCASTER PATHWAY

[Promoting Good Attendance & Punctuality - City of Doncaster Council](#)

[DfE external document template \(doncaster.gov.uk\)](#)

APPENDIX 3 - ATTENDANCE CODES

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend

C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the Local Authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every Student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law

Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective Student not on admission register	Student has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

APPENDIX 4 - REQUESTING LEAVE OF ABSENCE

The Maltby Learning Trust or Academy Principal are no longer able to grant leave of absence for the purpose of a family holiday during term time. The Principal may not grant any leave of absence unless there are exceptional circumstances. Any student absent during term time, unless granted by the Principal because of exceptional circumstances, will be recorded as 'unauthorised' absence.

All requests for leave of absence should be in writing to the Principal and will be considered on an individual basis taking into account individual circumstances.

The request for leave of absence form **Appendix 5** can be obtained in hard copy from Reception and must be returned to the Academy Attendance Team at least 4 weeks in advance of the absence.

A Fixed Penalty Notice may be issued by the Local Authority where a student has been taken on holiday during term time, the absence has not been authorised by the school.

Application for Leave of Absence 2024 – 2025

(Please read the notes overleaf before completing this form)

Child's Details:			
Student Name (in full):		Date of Birth	
Address (inc Postcode):			
Student Name (in full):		Date of Birth	
Address (inc Postcode):			
Student Name (in full):		Date of Birth	
Address (inc Postcode):			
Parent/Carer Details:			
Parent 1 Name (inc title):		Date of Birth	
Relationship to student:			
Address (inc Postcode):			
Parent 2 Name (inc title):		Date of Birth	
Relationship to student:			
Address (inc Postcode):			
Reason for the Request:			
First Day of Leave:		Last Day of Leave:	
Date to return:			
Adult accompanying student:			
Signature of Parent:		Date:	
Headteachers Decision and reason for Decision:			
Signature of Headteacher:		Date:	

Application for Leave of Absence 2024 – 2025

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Headteacher's may not grant any leave of absence during term-time unless there are exceptional circumstances.

Notes for Parents

Please complete the Form overleaf and return it to the Headteacher for any application for leave of absence for the Academic year commencing 4 September 2024 – 18 July 2025. The decision will be based on the Education (Pupil Registration England) Regulations 2006 (Amended September 2013). Headteacher's should determine the number of School days a child can be away from School IF leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that BOTH parents are at risk of receiving a Fixed Penalty Notice for EACH child of the family with a period of unauthorised absence from school in line with Section 23 of the Anti-Social Behaviour Act 2003.

If issued with a first penalty notice, the parent/carer must pay £80 within 21 days, or £160 within 28 days. If a second penalty notice is issued to the same parent/carer in respect of the same student, the parent/carer must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent/carer 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.

The 2013 change to Legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of Parents to ensure that their Children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.

APPENDIX 6 – STRATEGIES FOR PROMOTING GOOD ATTENDANCE

Good attendance is always celebrated at the Academy, and a range of strategies are in place to ensure that student achievements are recognised. These include:

- Combined termly rewards to acknowledge students with outstanding attendance and investment in learning within the Academy.
- A reward and special acknowledgement in the Academy's 'Half-term Heroes' assembly.
- Attendance raffles for students with 100% and for our 'most improved' students.
- Three 'Golden Ticket' events throughout the year linked to Attendance and Behaviour points.
- Student postcards for improvement in attendance.
- Reward badges for students with 100% attendance in a term.
- Attendance monitored and tracked by Attendance team, success stories shared with students and parents/carers.

APPENDIX 7 - SUPPORTING STUDENTS WHO ARE ABSENT OR RETURNING TO SCHOOL

APPENDIX 7.1

Attendance meetings with SAL and SWM – The Senior Attendance Officer and relevant member of the Attendance team meet with the SAL and SWM of each year on a weekly rotation to discuss persistent absence and severely absent students. Students with complex barriers are discussed and support mechanisms are agreed which will be actioned by the SAL/ SWM teams. These meetings provide a platform to really focus on those with complex barriers and are solution focused.

Vulnerable Learners meeting - Relevant staff meet to discuss all vulnerable students in that particular year group. Actions are set and reviewed in each meeting with a focus on improving school attendance and removing barriers to attendance. The graduated response is reviewed to establish what avenues of support have already been offered, what is working well and what can be offered further. Attendance updates are given by the relevant Attendance team lead providing the opportunity to feedback information gathered through regular home attendance visits to all key stakeholders (Safeguarding, SEN, Behaviour, SWM/SAL). Notification of FPN process and next letters are shared and agreed.

Attendance Home Visits – Where students have complex barriers to attendance, we deploy staff to conduct attendance visits which provide an opportunity to unpick barriers in an environment in which students, parents/carers feel most comfortable.

Partial Timetables – In some cases, it may be appropriate to place a student on a partial timetable for a short period of time to support with complex attendance barriers. This supports with gradually easing students back into regular attendance, building good habits for consistent improved attendance. Partial Timetables will be agreed with the relevant SAL/SWM/ SLT and parents/carers.

APPENDIX 7.2

Students with mental or physical ill health concerns will be supported back into school. A meeting before students return will be completed if this is felt necessary to discuss barriers to school and ensure a smooth transition back into school.

As a school we will use part time / reduced timetables for students reintegrating back into school if felt necessary to support a young person.

Meetings between SEND, Safeguarding, Attendance, Behaviour and a member of SLT present where vulnerable students are discussed, and an action plan is generated to improve level of support.

Students unable to attend school due to their SEND need will have a meeting with the SEND team to discuss barriers to school and actions need to allow for a smooth transition back into school

Where a student has an Education Health and Care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the Local Authority.

APPENDIX 7.3

Students will be supported back into school after a lengthy or unavoidable period of absence. A meeting before students return will be completed if this is felt necessary to discuss barriers to school and ensure a smooth transition back into school. An action plan will then be put into place focusing on the needs of the student in order to ensure they can return to school safely.

As a school we will use part time / reduced timetables for students reintegrating back into school if felt necessary to support a young person.

All students who have been off school, with illness/ minor injuries or mental health concerns are discussed with pastoral. These are then followed up by Student Welfare Managers where support will be offered in school to maintain regular attendance. Attendance team to support SWM with this.