



Three
Spires
TRUST

'Life in all its fullness'

Attendance and Absence Policy

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| Policy owner | Chief Executive Officer |
| Date adopted | June 2022 |
| Amended | August 2023 to reflect changes in statutory guidance and guidance about safeguarding and attendance |
| Review date | July 2025 |



Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Attendance expectations
5. Absence procedures
6. Attendance register
7. Authorising parental absence requests
8. SEND- and health-related absence
9. Absence in exceptional circumstances
10. Truancy
11. Missing children
12. Attendance intervention
13. Working with parents to improve attendance
14. PA
15. Legal intervention
16. Monitoring and analysing absence
17. Training of staff
18. Monitoring and review

Appendices

1. Start and end of the day at each academy
2. Leave of absence request form

Statement of intent

Three Spires Trust and all its academies believes that in order to facilitate teaching and learning, good attendance is essential. Children and young people cannot achieve their full potential if they do not regularly attend their educational setting.

We expect every child and young person to attend their setting every day; however, we understand that barriers to attendance are complex, and that some children and young people find it harder than others to attend; therefore, we will continue to prioritise cultivating a safe and supportive environment at each academy, as well as strong and trusting relationships with children, young people and parents / carers (herein after referred to as parents).

We expect our academies to take an academy-wide approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our children and young people.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other academies in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at their educational setting or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents, children and young people.
- Regularly monitoring and analysing attendance and absence data to identify individuals or cohorts that require more support.

In our trust, each academy has a member of staff who is identified as attendance officer. Staff and parents will be expected to contact the relevant attendance officer for queries of concerns about attendance.

| Academy | Name of attendance officer | Contact details |
|--------------------------------------|--------------------------------|------------------------------------|
| St Peter's Collegiate Academy | Miss L Fearon | attendance@stpetersacademy.org.uk |
| St Thomas' Primary Academy | Mrs C Smith and Mrs P Scarlett | 01782 787099 |
| The King's Church of England Academy | Mrs S Sidley | ssidley@thekingscofeacademy.org |
| St Giles' and St George's Academy | Miss S Cordall | office@stgg.org.uk |
| St Regis CofE Academy | Mrs K Barratt | k.barratt@kingswolverhampton.co.uk |

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2022) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2022), 'Working together to improve school attendance'

This policy operates in conjunction with the following trust policies:

- Complaints Policy
- Children Absent from Education Policy
- Child Protection and Safeguarding Policy
- SEND Policy

This policy operates in conjunction with the following academy-owned policies:

- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at the academy after the register has closed
- Not attending the academy for any reason

Authorised absence:

- An absence for sickness for which the academy has granted leave
- Medical or dental appointments which unavoidably fall during the hours of education, for which the academy has granted leave in advance
- Religious or cultural observances for which the academy has granted leave
- An absence due to a family emergency
- Approved study leave
- Other extenuating circumstances

Unauthorised absence:

- Parents keeping children at home or otherwise not accessing their education unnecessarily or without reason
- Absences which have never been explained
- Arrival at the academy after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving the academy without permission or authorisation during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Severe absence (AA):

- Missing 50 percent or more of schooling across the year for any reason

3. Roles and responsibilities

The trust board has overall responsibility for:

- Monitoring that each academy committee is upholding this policy
- Promoting the importance of good attendance through the trust's ethos and policies.
- Arranging attendance training for attendance officers and senior leaders that is appropriate to their role.
- Working with the academies to set goals for attendance and providing support and challenge around delivery against those goals.
- 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.
- 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.

The academy committee has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the academy.
- Promoting the importance of good attendance through the academy's ethos and policies.
- Arranging attendance training for all staff that is appropriate to their role.
- Handling complaints regarding this policy as outlined in the trust's Complaints Policy.

- Having regard to ‘Keeping children safe in education’ when making arrangements to safeguard and promote the welfare of children.

The Director of Safeguarding and SEND is responsible for:

- Reviewing that each academy’s registers are compliant on a termly basis.
- Ensuring that each academy has robust plans in place for all children who are severely absent from school
- Reporting on a termly basis to the Trust Board about attendance, persistent absence and severe absence across the trust, as well as the quality of the monitoring of attendance in each academy.

The principal is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the academy.
- Appointing a member of the SLT to be strategically responsible for attendance
- Appointing a member of staff to be operationally responsible for attendance.
- Ensuring all parents are aware of the academy’s attendance expectations and procedures.
- Ensuring that every child and young person has access to full-time education and that senior leaders and attendance officers act as early as possible to address patterns of absence.
- Ensuring that the data for the statutory census is accurate.

Staff are responsible for:

- Following this policy and ensuring children and young people do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling and actively promoting good attendance behaviour.
- Using their professional judgement and knowledge of individual children and young people to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, accurately taking the attendance register in a timely manner at the relevant times during the day.
- Updating the attendance register where a child or young person arrives after the register has closed.

The senior leader with strategic responsibility for attendance is responsible for:

- The overall strategic approach to attendance in the academy.
- Developing a clear vision for improving attendance.
- Analysing attendance data and identifying areas of intervention and improvement.
- Informing the LA of any child or young person being deleted from the admission and attendance registers.

The attendance officer is responsible for:

- Maintain accurate records about the attendance, punctuality and absence of children and young people
- Monitoring attendance and the impact of interventions.
- Communicating with children, young people and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Engaging with the Education Welfare Officer.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the academy with more than one emergency contact number.
- Updating the academy if their details change.
- Proactively engaging with support offered, as necessary.
- The attendance of their children at the academy every day.
- Endeavouring to book appointments and holidays outside of term time or the school day.
- Promoting good attendance and punctuality with their children.

Children and young people are responsible for:

- Attending their lessons and any agreed activities when in attendance.
- Arriving punctually to lessons when at the academy.

4. Attendance expectations

Each academy has high expectations for attendance and punctuality, and ensures that these expectations are communicated regularly to the academy community.

Children and young people will be expected to:

- Attend every day as per the published calendar, for the full day.
- Attend the academy punctually every day.
- Attend every timetabled lesson punctually.

Appendix 1 indicates the times of the day for each academy.

In secondary settings, teachers will take informal registers at the start of each lesson period to ensure that children and young people are attending all timetabled lessons. These registers will be analysed alongside formal registers in line with the section of this policy.

In all settings, teachers will take formal registers at the start of each session, which means the beginning of the school day for the morning session, and either after lunch or in the lesson which includes midday for the afternoon session. These will be analysed in line with the section of this policy.

Children and young people will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

Parents will be required to contact the attendance officer on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one day.

Where a child or young person is absent, and their parent has not contacted the academy by the close of the morning register to report the absence, administrative staff will contact the parent via telephone call as soon as is practicable on the first day that the child does not attend the academy.

Academy staff will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the 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 the statutory census return.

The academy will not request medical evidence in most circumstances where a child or young person is absent due to illness; however, the academy reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of Persistent Absence, arrangements will be made for parents to speak to the attendance officer. The academy will inform the trust, on a termly basis, of the details of all children and young people who fail to attend regularly, or who have missed 10 days or more without authorisation.

Over the course of the academic year, if a child or young person's attendance drops below 90 percent, the attendance officer will arrange a formal meeting with the child or young person and their parent, as well as the academy's Education Welfare Officer. These meetings will take place as the following absence thresholds are met:

| Half term | Absence threshold (year to date) |
|-----------|----------------------------------|
| Autumn 1 | 7 sessions |
| Autumn 2 | 14 sessions |
| Spring 1 | 21 sessions |
| Spring 2 | 28 sessions |
| Summer 1 | 32 sessions |
| Summer 2 | 38 sessions |

Where a child or young person has not returned to the academy for 10 days after an authorised absence, or is absent from the academy without authorisation for 20 consecutive school days, the academy will follow the children missing from education policy.

6. Attendance register

At Three Spires Trust, all settings use either Arbor or SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each day and at the start of the afternoon session. This register will record whether individuals are:

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

The academy will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the academy
- H = Authorised holiday
- E = Excluded but no alternative provision made
- I = Illness
- M = Medical or dental appointments

- R = Religious observance
- S = Study leave
- T = Gypsy, Roma and Traveller absence
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another educational establishment
- B = Off-site education activity
- J = At an interview with prospective employers, or another educational establishment
- P = Participating in a supervised sporting activity
- V = Educational visit or trip
- W = Work experience
- X = Child not of statutory school age and not expected to attend
- Y = No educational provision on site due to exceptional circumstances
- Z = Pupil not on admission register

When the academy has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant children or young people who are absent. This code will also be used to record year groups who are not due to attend because the academy has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name of the person who made the amendment.

All attendance registers will be kept for 3 years after the child has left the academy

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the DSL and the principal – the decision to grant or refuse the request will be at the sole discretion of the principal and the DSL, taking the best interests and the impact on the child or young person’s education into account. The principal’s decision is not subject to appeal; however, the academy will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The academy will only grant a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the academy will expect parents to contact the academy in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the child or young person’s previous attendance record and any personal circumstances will be taken into account. Where the absence is granted, the principal will determine the length of time that the child or young person can be away from the academy. The academy reserves the right not to grant leaves of absence for the purposes of family holidays.

Requests for leave will not usually be granted in the following circumstances:

- During Year 7 when a young person is settling into the academy, unless certain exceptional circumstances apply, e.g. the death of a family member

- Immediately before and during assessment periods
- When a child or young person's attendance record shows any unauthorised absence
- Where a child or young person's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a child or young person out of the academy will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The academy cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the academy in advance will be recorded as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of educational hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The academy will ensure that all children and young people engaging in performances or activities, whether they receive payment or not, which require them to be absent from the academy, understand that they will be required to obtain a licence from the LA where the performance is to be held.

Additional arrangements will be made by the academy for child or young people engaging in performances or activities that require them to be absent from the educational setting to ensure they do not fall behind in their education.

The child or young person will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the child or young person would be required to attend an educational setting.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the academy. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the principal and the DSL to authorise the leave of absence for each day. The principal will not authorise any absences which would mean that a child or young person's attendance would fall below 96 percent. Where a licence has not been obtained, the principal will not authorise any absence for a performance or activity.

Religious observance

Parents and carers will be expected to advise that they intend their child to be absent due to religious observance in advance, where possible this should include the dates of the planned absence. In the case of Eid, parents should notify the attendance officer of the intention to observe Eid, even where the dates are not known exactly. The academy will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The trust defines this as two consecutive school days to mark the occasion, ie Eid-ul-Fitr.

The academy may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a child or young person's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two

weeks in advance. Absences will not be granted for families from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences

Three Spires Trust recognises that children and young people with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support any who find attendance difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, each academy will ensure that reasonable adjustments are made for disabled children or young people to reduce barriers to attendance, in line with any EHC plans or medical care plans that have been implemented. The academy will secure additional support from external partners to help bolster attendance where appropriate.

Where the academy has concerns that a child or young person's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a child or young person that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All children and young people will be supported with their mental health in accordance with the academy's Social, Emotional and Mental Health (SEMH) Policy.

If a child or young person is unable to attend their educational setting for long periods of time due to their health, the academy will:

- Inform the LA if a child or young person is likely to be away from the academy for more than 15 consecutive days due to ill health.
- Provide the LA with information about the young person's needs, capabilities and programme of work.
- Help the child or young person to reintegrate when they return.
- Make sure the child or young person is kept informed about events and clubs.
- Encourage the child or young person to stay in contact with peers during their absence.

The academy will incorporate an action plan to help any children or young people with SEND and/or health issues cope with the stress and anxiety that attending their educational setting may cause them. Such plans will be regularly monitored and reviewed until the child or young person is attending as normal and there has been signs of significant improvement. Emotionally based school anxiety / avoidance materials from the educational psychology service will be used to draw up these plans.

To support the attendance of children and young people with SEND and/or health issues, the academy will consider:

- Holding six-weekly (as a minimum) meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying unmet needs through and Early Help Assessment.
- Using an internal or external specialist.
- Enabling a child or young person to have a reduced timetable.
- Ensuring a child or young person can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby children and young people can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns where there has been a long absence.
- Small group work or 1:1 lessons.

- Tailored support to meet their individual needs.

9. Absence in exceptional circumstances

Exceptional circumstances will include when a child or young person is unable to attend because:

- Transport provided by the academy, LA or parent is not available and the family home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the child or young person from attending.
- The child or young person is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the census for statistical purposes.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from the academy, during which the academy has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of children and young people, and understand the importance of continuity in learning.

Any child or young person with permission to leave the academy during the day must sign out at the office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a child or young person might be truanting. If truancy is suspected, the DSL is notified, and they will contact the parent in order to assess the reasons behind the child or young person not attending.

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 of the child or young person, 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 academy will consider progression to statutory action and a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time, not being at home when excluded and persistent late arrival at the academy.

11. Missing children

Children and young people will not be permitted to leave the premises during the day unless they have permission from academy staff. The following procedures will be taken in the event of a child or young person going missing whilst at the academy:

- The member of staff who has noticed the missing child will inform the attendance officer immediately.
- The DSL will also be contacted immediately as they will act as a point of contact for receiving information regarding the search.

- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the premises as directed by the DSL.
- The following areas will be systematically searched:
 - › All classrooms
 - › All toilets
 - › Changing rooms
 - › The library
 - › Any outbuildings
 - › The grounds
- Available staff will begin a search of the area immediately outside of the premises, and will take a mobile phone with them so they can be contacted.
- If the child or young person has not been found after 5 minutes (primary age) and 15 minutes (secondary age), then the parents of the child or young person will be notified.
- The DSL will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the child or young person, and the emergency contacts list has been exhausted, the police will be contacted.
- The class teacher who identified the missing episode will complete a safeguarding referral in MyConcern, describing all circumstances leading up to the individual going missing.
- If the missing child or young person has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate professionals will be informed.
- When the child or young person has been located, members of staff will care for and talk to them to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the child or young person has been located.

The principal will take the appropriate action to ensure that children and young people understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy for failure to follow instructions.

The DSL will carry out a full investigation, and will draw a conclusion as to how the incident occurred. A written report will be produced and shared with the local safeguarding link governor, the Director of Safeguarding and SEND, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure the academy has effective procedures for managing absence, the attendance officer, supported by the senior leader with responsibility for attendance, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - › Sending letters to parents.
 - › Having a fortnightly review with heads of year in secondary settings.
 - › Engaging with LA attendance teams.
 - › Engaging with commissioned Educational Welfare Services
 - › Using fixed penalty notices.

- › Creating attendance clinics.

Staff will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the individuals whom the intervention is designed to target.

13. Working with parents to improve attendance

Each academy will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with children, young people and their families about the expectations of life in education, attendance and performance so that they understand what to expect and what is expected of them. The academy will liaise with other agencies working with children, young people and their families to support attendance, e.g. social services.

The academy will ensure that there are two sets of emergency contact details for each child or young person wherever possible to ensure that there are additional options for getting in touch with adults responsible for a child or young person where they are absent without notification or authorisation.

The academy will ensure that parents are aware of their legal duty to ensure that their child attends the academy regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend every day that the academy is open, except in certain circumstances, eg sickness or absences that have been authorised by the principal in advance. The academy will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the child, young person and their parents to improve attendance by addressing the specific barriers that prevent them from being able to attend regularly. The academy will always take into consideration the sensitivity of some of the reasons for absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the child or young person's experience in the academy, eg bullying, the attendance officer will work with the DSL and any relevant academy staff, eg the SENCO, to address this. Where the barriers are outside of the academy's control, eg they are related to issues within the child or young person's family, the attendance officer will liaise with any relevant external agencies or authorities, eg children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent Absence (PA) and Severe Absence (SA)

There are various groups of children and young people who may be vulnerable to high absence and PA and/or SA.

The academy will ensure it provides support to children and young people at risk of PA and/or SA, in conjunction with all relevant external authorities where necessary.

The academy will use a number of methods to help support those at risk of PA to attend. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.

- Meeting with the child or young person and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading frequent check-ins to review progress and assess the impact of support.
- Making regular contact with the child's parent to discuss progress.
- Considering whether an EHC plan or medical care plan may be appropriate.
- Where a plan is already in place, reviewing whether an EHC plan or medical care plan requires amending.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The academy will focus particularly on children and young people who have rates of absence below 50 percent (SA), and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these individuals are facing. All children and young people with attendance below 50 percent will be discussed with the Trust Director of Safeguarding and SEND on a termly basis.

Where a child or young person at risk of PA or SA is also at increased risk of harm, the academy will work in conjunction with all relevant authorities, eg children's services, to support the child or young person in line with the academy's duty of care. The academy will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Legal intervention

The academy will allow sufficient time for attendance interventions and engagement strategies to improve children and young people's attendance; however, where engagement strategies to improve attendance have not had the desired effect after six weeks, the attendance officer will consider:

- Holding a formal meeting with parents and the academy's EWO and LA attendance team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the principal will request the issue of a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the academy will work with the LA to take forward attendance prosecution as a last resort.

16. Monitoring and analysing absence

The senior leader with responsibility for attendance will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The academy will collect data regarding punctuality, truancy, authorised and unauthorised absence, for:

- The academy cohort as a whole.
- Individual year groups.
- Individual children and young people.

- Demographic groups, eg children and young people from different ethnic groups or economic backgrounds.
- Other groups of children and young people, eg those with SEND, LAC and those eligible for FSM.
- Individuals at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the academy to enable them to track the attendance of children and young people and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The local governing body will regularly review attendance data, including examinations of recent and historic trends, and will support the academy leadership teams in setting goals and prioritising areas of focus for attendance support based on this data.

The academy will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other academies.

The board of trustees will ensure staff from different academies within the trust regularly share expertise and collaborate on interventions.

17. Training of staff

The academy will recognise that early intervention through early help can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk children and young people as part of their induction and refresher training.

The local governing body will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on academies, eg the keeping of registers
- The academy's strategies and procedures for monitoring and improving attendance
- The academy's procedures for multi-agency working to provide intensive support for children and young people who need it

The local governing body will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting

and analysing attendance data and supporting children and young people to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from the setting could indicate a safeguarding concern, and know how such concerns should be managed.

18. Monitoring and review

Attendance and punctuality will be monitored throughout the year. Each academy's attendance targets is published at the start of the academic year.

This policy will be reviewed every three years by the Director of Safeguarding and SEND. The next scheduled review date for this policy is July 2025, unless any legislation requires that this policy must be reviewed earlier.

Any changes made to this policy will be communicated to all relevant stakeholders.

Appendix 1

Start and end of the day at each individual academy

| Academy | Start of the day | Registers close at | End of the day |
|--------------------------------------|------------------|--------------------|----------------|
| St Giles' and St George's Academy | 8:50am | 9:20am | 3:15pm |
| St Peter's Collegiate Academy | 8:30am | 9am | 3pm |
| St Regis Church of England Academy | 8:55am | 9:25am | 3:30pm |
| St Thomas' Primary Academy | 8:40am | 9:10am | 3:20pm |
| The King's Church of England Academy | 8:35am | 9:05am | 3:05pm |

Application for leave of absence from school during term time

Important information for parents and carers

The 2013 amendment to the Education (Pupil Registration) (England) (2006) Regulation stipulates that:

“Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances”

Headteachers may, in exceptional circumstances, grant leave of absence in a school year in accordance with the Attendance and Absence policy but parents and carers should not expect such leave to be granted as of right.

Indeed, following clarification from the Government recently it is likely that in most cases headteachers will be unable to authorise leave.

You are reminded of the following:

- Parents/carers do not have a legal entitlement to remove their children from school for family holidays and they cannot themselves authorise absence.
- Each application is considered individually taking into consideration the age of the child, the nature of the exceptional circumstance, the child's attendance record, any school activities that occur during the proposed period of absence (e.g. examinations) and that parents/carers have given at least 2 weeks' notice.
- If the school does not agree to the absence and the parent still takes the child out of school the absence must, by law, be regarded as unauthorised.
- If the absence is authorised and the child is absent for longer than the agreed time, the extra absence will be recorded as unauthorised.

Absence from school during term time can seriously disrupt a child's education on a day-to-day basis and students are less prepared for lessons that build on the work they have missed.

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the Academy has not given permission for, or the parent/carer has been unable to provide a reason which is acceptable to the Academy.

The Academy will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly. Failure to pay usually results in prosecution in the Magistrates' Court.

If you would like to proceed with your application, please complete the form overleaf as soon as possible and not less than two full weeks prior to the proposed absence. We will advise you as soon as we can of the outcome of your application.

| Name of the child for whom this request is made | Name of the person making the request and their relationship to the child | Date of this request being made |
|---|---|---------------------------------|
| | | |

Information about the proposed absence

| | |
|--|--|
| Proposed first date of absence | |
| Proposed final date of absence | |
| Proposed return date | |
| Number of days of absence requested | |
| Reason for the absence | |

Please confirm the general reason for this request for a leave of absence by ticking the most appropriate box.

| Medical reasons | Religious observance | College / apprenticeship interview | Country, region, national sporting event | Other reason, ie funeral, holiday, wedding |
|-----------------|----------------------|------------------------------------|--|--|
| | | | | |

I confirm that the information provided is correct and consent to providing this information to the academy for processing in accordance with the Trust Privacy Policy. I have read the letter overleaf and I understand and accept the points contained therein. In particular, I understand that leave of absence may not be granted and that if it is, it will be for no longer than 10 school days. I also understand that any unauthorised absences will be recorded and may be referred to the Education Welfare Service with a recommendation for the issuing of a fixed penalty notice. If the absence is agreed, I will ensure that my child completes any work missed during the period of absence. This form is to be handed to the academy's attendance officer.

Signed: _____ Date: _____

Headteacher's decision

Date request received by the attendance officer: _____

This absence is authorised using a _____ code. OR This absence is not authorised.

Parents will be notified of this decision in writing as soon as possible, within one working week of this request.

Date of decision: _____ Letter sent on: _____ by: _____

Admin note: A copy of the decision letter is to be uploaded as a file to MyConcern, saved as "YYYYMMDD Leave of absence request and response and must be accompanied by this request form".