



# Attendance Policy

## Review Summary

<b>Adopted:</b>	<b>Sep 2017</b>
<b>Review Cycle:</b>	<b>Bi-annual</b>
<b>Last Review:</b>	<b>Mar 2018</b>
<b>Next Review:</b>	<b>Sep 2019</b>

## **1. Introduction**

- 1.1. The Trust is committed to providing a full and effective educational experience for all pupils. We believe that if pupils are to benefit from education, punctual, daily attendance is crucial. Irregular attendance undermines the educational process and can lead to educational and social disadvantage.
- 1.2. The Trust actively promotes and encourages 100 per cent attendance for all our pupils. We recognize that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.
- 1.3. If there are problems which affect a pupil's attendance, we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

## **2. Legislation**

- 2.1. The Education Act 1996 requires parents/carers to ensure their children receive effective, full-time education, either by regular attendance at school or otherwise. Schools and Academies are responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session.
- 2.2. The government expects:
  - a. Schools and local authorities to:
    - Promote good attendance and reduce absence, including persistent absence;
    - Ensure every pupil has access to full-time education to which they are entitled; and, act early to address patterns of absence.
  - b. Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
  - c. All pupils to be punctual to their lessons.
- 2.3. These requirements are contained in:
  - a. The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
  - b. The Education (Pupil Registration) (England) Regulations 2006
  - c. The Education (Pupil Registration) (England) (Amendment) Regulations 2010
  - d. The Education (Pupil Registration) (England) (Amendment) Regulations 2011
  - e. The Education (Pupil Registration) (England) (Amendment) Regulations 2013
  - f. The Education (Pupil Registration) (England) (Amendment) Regulations 2016

**3. What you can expect from the Ted Wragg Multi Academy Trust:**

- a. We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- b. We will work closely with parents/carers where pupil's absence is cause for concern.
- c. We will support pupils to achieve good attendance and punctuality.
- d. We will support pupils returning to school after prolonged absence.

**4. What the Ted Wragg Multi Academy Trust expects from pupils:**

- a. To attend regularly and on time.
- b. To be punctual.

**5. What the Ted Wragg Multi Academy Trust expects from Parents/Carers:**

- a. To ensure their child attends the academy on those days it is open, punctually, dressed in full uniform and equipped to learn.
- b. To ensure their child attends every day the Academy is open unless they are too ill to do so.
- c. To avoid arranging holidays during term time.
- d. To immediately inform the Academy if their child is unable to attend.
- e. To avoid making medical appointments during school time as far as possible.

**6. Managing Attendance**

6.1. Refer to Appendix A for an individual academy's managing attendance procedures.

6.2. If an attendance award system is used within a school, an attendance reward will take exceptions for 'authorised absence' into account, which are pupils whose absence marks relate to a recognised impairment (as the Disability Discrimination Act requires us to treat those with a disability 'more favourably') or those pupils granted leave for religious observance.

**7. Punctuality**

It is the responsibility of parents/carers to ensure their child attends full time education and arrives at Academy on time. Punctuality is monitored by the Academy and parents will be contacted if their child is not arriving to Academy on time. If a child persistently arrives after the registers close, cases will be referred to the EWO who may consider issuing a Penalty Notice.

**8. Authorised Absences**

8.1. Absences from school will only be classified as authorised for the following reasons:

- a. Genuine illness
- b. Unavoidable medical / dental appointments
- c. Days of religious observance
- d. Exceptional circumstances, such as bereavement or marriage of an immediate family member

- e. Seeing a parent who is on leave from the armed forces
- f. External examinations
- g. When Traveller children go on the road with their parents

## **9. Absences during Term Time**

- 9.1. Permission must be sought in advance to take a pupil out of school during term time, which can only be requested from a parent/carer with parental responsibility and with whom the child normally lives.
- 9.2. If the circumstances relating to this request are considered exceptional and the absence is authorised by the academy, the authorising of the absences will be conditional on the child's attendance being satisfactory up to the date covered by this request. If the academy withdraws the authorisation due to the attendance dropping to an unacceptable level, the parent/carer will be informed of this in writing.
- 9.3. If a request is refused and the child is taken out of school, this will be recorded as an unauthorised absence, which may then be liable to a penalty notice, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

## **10. Truancy**

It is the legal responsibility of parents/carers to ensure their child attends all lessons as required. Parents/carers will be informed by the Attendance Officer if their child has been identified as truanting from the Academy. Persistent cases may be referred to the EWO who may consider issuing a Penalty Notice.

## **11. When Attendance Causes Concern**

- 11.1. If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority.
- 11.2. The Academy will utilise the support of the Education Welfare Service (EWS), where attendance is a concern. The EWS service can support and advise parent/carers who may be experiencing difficulties with their child's attendance.
- 11.3. If attendance continues to be unacceptable, the academy, with support from the EWS, will instigate the fast track to prosecution process as per the flow chart in Appendix B
- 11.4. For continued unacceptable attendance the local authority may make the decision to issue a Penalty Notice, requiring a parent to pay a fine of up to £120 per parent/carer. In certain circumstances, a parent/carer may be prosecuted and be required to attend the Magistrates Court where they could face up to 3 months imprisonment and/or a fine of up to £2,500. The parent/carer will be given every opportunity to improve their child's attendance and they will receive a written warning before any legal action is taken.

## **12. Policy Circulation**

- 12.1. This Policy will be published on the Trust's website and included in the Trust's Policy Monitoring Schedule.
- 12.2. This Policy will be circulated to every Member, Trustee/Director, Governor and Senior Employee by sending an email to the link on the Trust's website on an annual basis and when each new Member, Trustee/Director, Governor and Senior Employee joins the Trust.
- 12.3. The Trust Executive Team, is responsible for overseeing, reviewing and organising the revision of this Policy.

## **Adoption of the Policy**

This Policy has been adopted by the Trustees of the Ted Wragg Multi Academy Trust.



**Signed**  
**(Chair of Trust)**

**Date: 14 March 2018**

## Appendix A – Academy Attendance Management Procedures

### (individual academy to amend for their own individual circumstances)

#### 1. Attendance Management Procedures

- a. Registration is between 8.50am and 9.00am. Pupils arriving after 8.50am but before 9.00am are deemed as late 'before registration closes'. Pupils arriving after 9.00am are considered late 'after registration has closed', they then lose their mark for the whole session and it is recorded as 'unauthorised'.
- b. If your child is ill, or absent from school for any reason, it is expected that parents/carers will ring in to the school office in the morning before 9.15am to inform the school of the reason for absence. If your child is unwell, please give details of the illness.
- c. The school has an answerphone and it is acceptable for a parent to leave a message. If no message has been received, the office staff will contact the parent
- d. Routine appointments i.e. dental check- ups, eye tests should be made out of school hours or during school holidays. For any appointments during the school day, please bring in your child's appointment card/letter; the office staff will take a copy and this is added to your child's school record.
- e. If the absence is for more than one day the school should be kept informed on a daily basis. If a pupil is absent due to illness for more than three days, the parent will be asked to provide an appointment card/prescription indicating that the pupil has been seen by a medical professional. The reason for this is that when a pupil is quite unwell for sustained periods of time, we, as a school, are obliged to demonstrate that we have followed the absence process. This is not about the school doubting what a parent has said, it ensures that when the Education Welfare Officer (EWO) visits the school to monitor pupil attendance below 90%, we can speak on behalf of the parent and explain the circumstances surrounding a pupil's low/erratic attendance or prolonged absences.
- f. Parents will be contacted on the first day of absence whenever any student is absent without reason, or persistently late, and will be reminded, if necessary, of their legal responsibility for ensuring that a child of compulsory school age attends school regularly.
- g. The Attendance Officer/Senior Leader has responsibility for following up any concerns for attendance, informing parents where there are concerns regarding attendance, and for reporting persistent problems to the designated senior leader.
- h. Warning letters will be sent home where a child's attendance drops below an acceptable standard and if not addressed this will lead to fast track prosecution.

## Appendix B – Fast Track to Prosecution Process

