Pupil Attendance Policy

Document provenance

This Policy was approved as follows –	
Approver: Education Committee	Date of Approval: December 2022
ELT Owner: National Director of Safeguarding	Date of Review: June 2024
Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every 2 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.	

Summary of changes at last review:

- Complete policy re-write in line with updated DfE guidance
- Link to 'Working Together to Improve School Attendance' (DfE, 2022)
- Reference to attendance being everyone's responsibility
- Now linked to SEND Policy (for 'children with health needs who cannot attend school')
- Key Academy Contacts table provided to ensure policy is tailored to each academy
- Inclusion of definition for severe absence (SA)
- Inclusion of E-ACT Attendance Strategy Framework (including Appendix 1 action plan)
- Inclusion of E-ACT Safeguarding Attendance Process
- Challenging the veracity of frequent sporadic illness and seeking medical evidence
- Appendix 1 with prompts for academy-specific attendance process in line with guidance

Key Academy Contacts

Academy	Parkwood Academy
SLT Attendance Lead	Name: Sarah Husband Contact: sarah.husband@pwa.e-act.org.uk
Attendance Officer(s)	Name: Angela Hall – Attendance Manager Kimberley Womack – Attendance Officer Jess Sellars – Attendance Officer Contact: Parkwood.attendance@e-act.org.uk
School Office/Admissions/Absence Line	Contact: info@parkwoodacademy.org.uk 0114 2310221 (Option 2)

1   Aims

1.1   The Academy aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.2   The aims of this policy are as follows:

1.2.1   to ensure, so far as possible, that every pupil in the Academy is able to benefit from and make their full contribution to the life of the Academy, consistent always with the needs of the Academy community;

1.2.2   to prioritise and where possible improve attendance and punctuality across the Academy;

1.2.3   to develop and maintain a whole school culture that promotes and demonstrates the benefits of good attendance and acknowledges that poor attendance is a potential safeguarding risk;

1.2.4   to reduce the level of absence and be clear about the Academy's approach to the management of absence / non-attendance;

1.2.5   to ensure poor attendance is challenged to ensure pupils are kept safe;

1.2.6   to recognise and promote the principle that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils want to attend and can learn and thrive.

1.2.7   to help to promote a whole school culture of safety, equality, inclusion and protection.

2   Scope and application

2.1   In line with paragraph 57 of WTISA, this policy is trust-wide but is fully tailored to the needs of each Academy including through Appendix 1.

2.2   This policy applies to the whole Academy (including the Early Years Foundation Stage (EYFS) and/or academy Sixth Form where applicable).

2.3   This policy is designed to address the specific statutory obligations on the Academy to record attendance and absence.

3   Regulatory framework

3.1   This policy has been prepared to meet the Academy's responsibilities under:

3.1.1   Education (Independent School Standards) Regulations 2014;

3.1.2   Statutory framework for the Early Years Foundation Stage *(DfE, March 2021);*

3.1.3   Education and Skills Act 2008;

3.1.4   Children Act 1989;

3.1.5   Childcare Act 2006;

3.1.6   Education (Pupil Registration Regulations) 2006;

3.1.7   Equality Act 2010; and

3.1.8   Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

3.2   This policy has regard to the following guidance and advice:

3.2.1   (WTISA) Working together to improve school attendance[1] (DfE, September 2022);

3.2.2   Summary table of responsibilities for school attendance (via WTISA above) (DfE, September 2022);

3.2.3   Keeping children safe in education[2] (DfE, September 2022);

3.2.4   School behaviour and attendance: parental responsibility measures (DfE, May 2020);

3.2.5   Children missing education (DfE, September 2016);

3.2.6   Supporting pupils with medical conditions at school (DfE, August 2017);

3.2.7   Behaviour in schools: advice for headteachers and school staff (DfE, September 2022);

3.2.8   Remote education guidance (DfE, October 2022);

3.2.9   School suspensions and permanent exclusions (DfE, September 2022); and

3.2.10   SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

3.3   The following School policies, procedures and resource materials are relevant to this policy:

3.3.1   Child Protection and Safeguarding Policy[3]

3.3.2   SEND Policy[4]

3.3.3   E-ACT Attendance Strategy Framework

3.3.4   E-ACT Safeguarding Attendance Process

4   Publication and availability

4.1   This policy is published on the Academy website.

4.2   This policy is available in hard copy on request.

4.3   A copy of the policy is available for inspection from the school office during the school day.

---

[1] WTISA
[2] Keeping Children Safe in Education
[3] E-ACT Child Protection and Safeguarding Policy
[4] E-ACT SEND Policy

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

5   **Definitions and interpretation**

5.1   Where the following words or phrases are used in this policy:

5.1.1   references to **attendance** include references to punctuality and to attendance for all or part of the timetabled school day.

5.1.2   References to the **Proprietor** are references to E-ACT, the Multi Academy Trust.

5.1.3   References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).

5.1.4   **SLT Attendance Lead** means the Academy's designated senior lead for attendance.

5.1.5   References to **compulsory school age** refer to when a child is required to attend school. This is on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

5.1.6   References to **persistent absence (PA)** means when a child has an absence rate of 10% or more (i.e. attends for less than 90% of the time) and will be defined as a persistent absentee.

5.1.7   References to **severe absence (SA)** means when a child has an absence rate of 50% or more (i.e. attends for less than 50% of the time) and will be defined as a severe absentee.

6   **Responsibility statement**

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

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

6.2.1   eliminate discrimination and other conduct that is prohibited by the Act;

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

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

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

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

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

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

7 The importance of good attendance

7.1 The Academy recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the Academy's ethos and culture. In building a culture of good school attendance it recognises:

7.1.1 the importance of good attendance as a learned behaviour, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;

7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, safeguarding wellbeing, and support for disadvantaged pupils;

7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;

7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

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

8 Proprietor responsibilities

8.1 The Proprietor will:

8.1.1 Promote the importance of school attendance in the Academy;

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

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

8.1.4 Ensure that the Academy's leadership team:

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

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

8.1.5 Regularly review the data and reports provided by the Academy to identify patterns in attendance and common issues and barriers to pupils attending school using appropriate comparators including data from local authority area, region and nationally;

8.1.6 Identify patterns in attendance and common issues and barriers to pupils attending school to ensure that effective practice can be shared across academies within the Trust.

8.1.7 Work with Academy leaders to identify areas of focus for improvement;

8.1.8 devise specific strategies to address areas of poor attendance identified through data; and

8.1.9 monitor the impact of school-wide attendance efforts, including any specific strategies implemented.

9 **Academy responsibilities**

9.1 The Academy acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the Academy community. **Attendance is everyone's responsibility.**

9.2 The Academy will consistently promote the benefits of good attendance and have high expectations for every pupil and it will consult with and communicate effectively with pupils, parents and other stakeholders about this.

9.3 Where there are challenges to attendance, the Academy will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

9.4 The Academy will acknowledge good or improved attendance of individual pupils or cohorts.

9.5 The Academy will respond to lateness and / or absenteeism proactively, firmly, consistently and with care, with appropriate reference to this policy and its safeguarding and behaviour policies. It will deliver intervention in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

9.6   The Academy will allocate appropriate resources to attendance and improving attendance, including where applicable, through effective use of the pupil premium funding.

9.7   The Academy will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently or severely absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9.8   The Academy teaches the important of good attendance through the personal development curriculum and attendance assemblies where the Academy attendance expectations and process are reinforced.

10   Staff responsibilities

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

   10.1.1 The SLT Attendance Lead's responsibilities are:

   (a)   to formulate a clear vision for attendance improvement;

   (b)   to evaluate and monitor expectations and processes;

   (c)   to have oversight of and analyse attendance data;

   (d)   to communicate clear messages on the importance of attendance to pupils and parents; and

   (e)   to complete Appendix 1 of the E-ACT Attendance Strategy Framework and discuss regularly within the Academy SLT meetings.

10.2   **Staff with specific responsibilities for attendance**: The staff identified in **Error! Reference source not found.** of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality.

   10.2.1 they should:

   (a)   have a formal routine for registers being taken accurately each morning and afternoon;

   (b)   seek explanations of absences required from pupils on their return to school;

   (c)   make enquiries about unexplained absences, including those within the school day, and follow up with pupils to ensure that an explanation has been formally given to the Academy;

   (d)   look out for trends or patterns in a pupil's attendance and inform the SLT Attendance Lead of any specific concerns;

(e)   inform the SLT Attendance Lead of any known future absences for pupils;

(f)   deal with lateness to lessons consistently and promptly;

(g)   consider appropriate sanctions for pupils who arrive late to a lesson in line with the Academy's behaviour policies; and

(h)   discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality.

(i)   apply the Academy 'escalated stage process' (see Appendix 1) robustly.

10.3   **All staff**

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

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

11   Academy arrangements

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

12   Monitoring attendance

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

12.1.1 monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families;

12.1.2 use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and leaders (including the special educational needs coordinator and designated safeguarding lead);

12.1.3 conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

12.1.4 benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

12.1.5 devise specific strategies to address areas of poor attendance identified through data;

12.1.6 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and

12.1.7 provide data and reports to the Proprietor to support its work.

13 **Pupil responsibilities**

13.1 School attendance is important to pupil attainment, wellbeing and development. The Academy therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

13.2 Pupils should be aware that:

13.2.1 they are expected to be present in-person for the duration of each school day;

13.2.2 they are expected to punctually attend all timetabled lessons;

13.2.3 they should not leave a lesson or the Academy site without permission;

13.2.4 they should engage with the Academy's arrangements for recording and managing attendance as set out in this policy;

13.2.5 any unexplained absence will be followed up;

13.2.6 persistent or severe lateness or non-attendance will result in action being taken by the Academy. This may take the form of:

(a) offers of support to seek to identify and address any barriers to attendance;

(b) communication with parents;

(c) reporting to other agencies such as children's social care; and

(d) sanctions against them or their parents in line with the Academy's behaviour policies.

13.2.7 If pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they should speak to the Academy via their class teacher/tutor, or pastoral/safeguarding team. Pupils are entitled to expect this information to be managed sensitively.

14 **Additional needs**

14.1 The Academy recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and work together to put the right support in place.

14.2 The Academy will make reasonable adjustments where a pupil has a disability that affects their ability to attend school regularly. These may include considering support or reasonable adjustments for transport, routines, access

to support in school and lunchtime arrangements, and / or time limited phased returns.

14.3   It will also work with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities and medical conditions as appropriate e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

14.4   Where barriers are outside of the Academy's control, the Academy will work with parents, pupils and external agencies / partners to identify alternative sources of support or consider, where appropriate, making a referral for early help.

15   Parent responsibilities

15.1   The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

15.2   This means pupils must attend every day that the Academy is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the Academy. Where permission is requested for an authorised absence, this will only be granted in exceptional circumstances, considering the specific facts, circumstances and background for the request.

15.3   Where frequent sporadic illness occurs without sufficient justification in relation to health, the Academy will challenge the veracity of the illness and request that medical evidence be provided by the parent in order to authorise the absence (I code).

15.4   The Academy expects Parents to:

15.4.1 make any application for authorised absence at the earliest opportunity and wherever possible before the start of the school day;

15.4.2 ensure that their child attends school for morning registration and arrange their collection or travel after the close of the school day;

15.4.3 notify the Academy of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and

15.4.4 cooperate with the Academy to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

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

16   Training

16.1   **Staff**: The Academy ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that

staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

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

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

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

16.2.1 the law and requirements of schools including on the keeping of registers;

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

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

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

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

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

16.5 The Academy maintains written records of all staff training.

17   Information and sharing

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

18   Record keeping and confidentiality

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

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

Appendix to Attendance Policy

Appendix to E-ACT Attendance Policy

Parkwood Academy

Expectations and Academy Procedures

Our Clear Vision
The Parkwood E-ACT Family strongly believe outstanding attendance and punctuality is vital in ensuring that our young people should never be held back from achieving great things.
We believe outcomes in all aspects of education are directly affected by attendance and we will continue to strive together to achieve our Academy attendance target of 97%

BELIEVE ACHIEVE SUCCEED

Our Purpose

The Parkwood E-ACT Family we look to inspire, invest in and celebrate learning so that our students become confident, happy, successful individuals who have enhanced opportunities for their future.
We aim to invest and celebrate in their learning so that our students become confident, happy and successful individuals who have enhanced opportunities for their future.
Our goal is to ensure that all our students leave our academy with the tools and positive attitudes they need to be successful in their future.

Our how

"Attendance is everyone's business"

As an E-ACT Academy we open minds and doors by living our values in every day learning.

The Parkwood E-ACT Academy has the best possible staff members investing in students and we use our "team spirit" in understanding our roles to play to work in unison to promote our high expectations around attendance by working with both students and their families.
We look to communicate our expectations clearly, strongly and will never stop pushing for a "whole school improvement

"The Parkwood family have the right people in the right place not only to identify any trends or barriers that may exist around attendance and punctuality but to have those key conversations and build positive working relationship for all by listening, supporting, challenging and rewarding where required.

Expectations and Academy Procedures
We expect the following from our Students:

- That they attend Parkwood E-ACT Academy every day in full Parkwood Uniform.
- That they will arrive on time and be appropriately prepared for the school day starting at 8.30am and go straight to Form time ready for AM registration.
- That they arrive on time to all lessons and accept detention for any poor punctuality.
- If arriving late to sign in via reception and make their way immediately to their lesson
- Where a pupil needs to leave the school site for an appointment evidence of this must be seen.
- Speak to a staff member if there are any concerns which are affecting their attendance and punctuality
- Understand the link between excellent attendance and punctuality, achievement and their future plans

We expect the following from our Parents / Carers:

- Uphold the academy / home agreement. Familiarises themselves with the academy, trust & local authority's policies / guidance and expectations around good attendance and punctuality.
- Ensure their child attends Parkwood E-ACT Academy regular and punctually in full Parkwood Uniform ready to start the school day at 8.30am.
- Parents should ensure that on the first day of absence that the school is contacted via phone, email or text by the end of the school day and on each day of absence.
- To contact the academy immediately if there is an issue preventing their child from attending so barriers can address at the earliest opportunity and regular attendance can resume.
- To ensure that no holiday/leave of absences is booked during term time. Parents requesting term time leave of any nature must complete a "Notification of Term Time Leave form.
- Ensure that all medical appointments, where possible are made out of school hours. Where appointments are made within school time, pupils should attend school before the appointment and return to school after the appointment whenever possible. (No full day should be required for a routine medical appointment and school will not authorise a full day's absence. Please note: Evidence must be seen in school for all medical appointments.)
- Parents should take advantage of all opportunities offered by the academy and build a positive working relationship and encourage good pupil attendance

Parents and Students can expect Parkwood Academy to:

- Set high expectations for every pupil within our academy and communicate these clearly strongly and consistently to students/ parents/ carers and staff.
- Have the right people in the right place ensuring attendance and punctuality is recorded accurately and identify any trends or barriers that may exist.
- Build positive working relationships with parents / carers by contacting them each day when a student fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers, including absence text, first day calling and home visits in line with E-ACT improving attendance strategy
- Challenge poor attendance where necessary but also listen and signpost for tailored support when needed. Working with the right team of professionals.
- Monitor each student's attendance and punctuality and help them and their families understand the link between attendance & punctuality achievement, attainment and their future plans
- Reward and praise our high attendance achievers along with those who improve over time.
- Regularly inform parents/carers of the percentage attendance of their child
- Contact alternative providers to obtain the attendance of any pupil educated at another provision
- Refer irregular or unjustified patterns of attendance to the Local Authority. Failure by the family to comply with planned support set by the Local Authority may result in further actions, e.g. a Penalty Notice, Parenting Contract, parental prosecution or an application for an Education Supervision Order.

<u>Registration</u>

School starts at 8:30am. All students arriving after this time will receive a same day detention.

The attendance register will be taken during form time in the morning at 8.30am and close at 9.00am. For the afternoon period registration will start at 12.15pm and close at 12.30pm.

Students are late and will receive an **L mark** on their register if they arrive after 8.30am for AM registration and after 12.15pm for PM registration they will receive a 30-minute detention for poor punctuality.

Students who arrive late after the close of registers (AM – 9.00am / PM 12.30pm) will receive a **U code** on their register and that session will be classed as an unauthorised absence affecting the students school attendance and also resulting in a 30-minute detention.

For example: - if a student arrives at 8:31 am they will receive a late mark and a 30mins after school same day detention. If a student arrives at 9:01am, they will receive a 'U' code on the register. This will count as an unauthorised absence for the morning session.
The same applies if a student arrives late for PM registration, 12:16pm they will receive a late mark and a 30mins after school same day detention. If they arrive at 12:31 they will receive a 'U Code' on the register and the afternoon session will count as an unauthorised absence, again resulting in a 30-minute detention.

Additional registers will also be taken at the start of each lesson during the day. Registers will mark whether every student is:

• Present

• Not in lesson, but working elsewhere in the academy

• Attending an approved off-site educational activity

• Absent

The academy building is open for students eligible for breakfast club at 8:00am on school days.

Students are expected to arrive through their allocated entrances on time in full Parkwood uniform appropriately prepared for the day

<u>Responding to lateness</u>

- Punctuality will be tracked weekly by the Attendance Team and weekly reports will be issued to all staff who will ensure that the following is completed;

  o **Level 1 - 3 times** of lateness in one half-term will result in a phone call from your Form Tutor.
  o **Level 2 - 6 times** of lateness in one half-term will result in a phone call from your Progress Manager.
  o **Level 3 - 9 times** of lateness in one half-term will result in a Punctuality Warning Letter – issued by the Attendance Team.
  o **Level 4 - 12 times** of lateness in one half-term will result in a 'Punctuality Review Meeting' – led by your Progress Lead. A home visit will be conducted if this meeting is not attended.

- o **Level 5 - 15 time** of lateness in one half-term will result in further intervention by the SLT member link to your year group and the SLT member responsible for Attendance for Learning.
- o **Level 6 -** Further instances of lateness within one half-term will result in a referral to Attendance and Inclusion Team LA by Attendance Manager /Attendance Lead.

- **All lateness will result in a 30min on the day detention**

Unplanned Absence and sickness

Parents must notify the academy on the first day and each day of unplanned absences by 8:30am or as soon as practically possible by the end of that school day.

When parents are unsure if their son/daughter is well enough to attend school, they are advised to send him/her in and contact the academy reception. Qualified first aiders are available, who can monitor such students and who will contact parents to arrange sending the student home if required.

The procedure for reporting that a student is not attending school is as follows:

A parent (or other listed contact) should contact school via

- Telephone 0114 231 0221 Option 2 for student absence
- Email: parkwood.attendance@e-act.org.uk
- The message should include the following information:

    1. The full name and form group of the student
    2. Detailed reason for absence
    3. Expected return date

This process should be repeated for every subsequent day of school absence unless an official medical note from a GP is received. Absence due to illness will be authorised, unless the academy has a genuine concern about the authenticity of the illness. Although parents/carers may offer a reason, only the Academy can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested

If the authenticity of the illness is in doubt, the academy will ask parents to provide medical evidence, such as a Dr's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be asked for unnecessarily. If the academy is not satisfied about the authenticity of the illness, parents will be notified of the decision to record the absence as unauthorised.

Absence Procedure

Student is absent from academy

- Parents make contact with Attendance Team - reason logged.
- Correct coding used authorised /unauthorised as per Unplanned absence and sickness.

First day absent - No Parent Contact

- Absence text sent by 9:15am.
- First day absence calls to all listed contacts by Attendance Officer by 10.30
- Prioritising Vulnerable students by 9.15am
- Follow up call /actions by Progress Manager
- Homevisit conducted day 1 for vulnerable students and school refusers.
- Safeguarding procedures followed at all times.

Attendance Team still unable to contact parents by 2nd day

- Repeat of Day 1

3rd Day of absence.

Still no parental contact

Repeat Day 1 - Home visit essential by Attenance Officer irelevant of attendance coding

Leave of absence term time

In line with the DfE and Sheffield City Council's latest policy we are no longer able to authorise term-time leave for any of our students unless under **exceptional** circumstances.

All requests should be made in writing to the Headteacher well in advance by parents or carers, only exceptional circumstances warrant an authorised leave of absence.
Requests for absence for reasons such as holiday, compassionate leave, special family events, sporting or musical competitions, etc. should also be made in the same way.

If term-time leave is taken, the absence will be recorded as 'unauthorised' and may result in a fine being issued in line with the Sheffield Local Authority guidelines.
We do not encourage parents to take students away from valuable learning as we do have 13 weeks holiday per year.
Please note that absence will not be authorised for reasons such as shopping for uniform, birthdays, day trips, weekends away etc.

You should also be aware that, with immediate effect, any absence of 20 days or more may result in your child losing their place at Parkwood. You will then need to re-apply for your child's place through the Admissions Department at the Local Authority. You need to be aware that places may no longer be available in your child's year group as we have a waiting list and as such, it is likely that you will be given a place at another school. Following our recent Ofsted, the academy was awarded a 'Good' judgement which means that more parents will be applying to Parkwood for a place for their child.

For absences between 10 and 19 days, I will take similar, robust action in terms of holding your child's place at Parkwood Academy

It is a legal requirement that parents ensure their child attends school. If they are not in school, then they are not learning or making progress and evidence suggests that there is a correlation between good attendance and achievement. It could also become a safeguarding issue as your son/daughter is not accessing education and this could result in a referral to social care.

We reserve the right to apply to the Local Authority to issue a Fixed Penalty Notice under the Anti-Social Behaviour Act 2003.

*** Term time leave document can be found on Academy website***

Persistent Absences

The parents or carers of a child have a legal duty to make sure that child attends school regularly. We can make a referral to the local authority where parents or carers are failing this legal duty. Persistent Absence is a serious problem for children, as much of the work children miss when they are off school is never made up, leaving them at a considerable disadvantage.

A child will be defined as a 'Persistent Absentee' if they miss 10% or more of school.

The local authority has the power to enforce school attendance where this becomes problematic, including the power to prosecute parents/carers who fail to ensure a child's regular attendance at school. For reference, if found guilty parents or carers could be fined up to £2500 and/or imprisoned for three months.

It is important for parents and carers to note that the government has also strengthened schools' ability to respond by increasing Fixed Penalty Notices to £60 if paid within 21 days and £120 if paid between 21 and 28 days. These are an alternative to prosecution of parents or carers for failing to ensure a child attends school regularly. Failure to pay can result in prosecution in the Magistrates Court

To prevent such measures taking place as a result of poor attendance Parkwood E-ACT Academy put in place that the right supports at the right time.

Attendance improvement and management

PREVENTION of poor attendance through good whole school management

ALL PUPILS developing good attendance patterns through effective whole school approach to attendance (including leadership ,ethos, systems & process)

PUPILS AT RISK OF POOR ATTENDANCE -using attendance and absence data rigorously to support pupils witgh increasing levels of absence, arriving at school late or taking leave in term time witout permission before it becomes a regular pattern

EARLY INTERVENTION to reduce absence before it becomes habitual

PUPILS WITH POOR ATTENDANCE intervening as early as possible and agreeing an action plan for pupils with high levels of absence and those demonstrating growin disengagement with school

TARGETED reengagement of persistent and severely absent pupils

PERSISTANTLEY AND SEVERELY ABSENT PUPILS

Put additional targeted support in place, where necessary working

with partners, and agree a joint approach with local authorities all serverly absent pupils

Attendance Monitoring
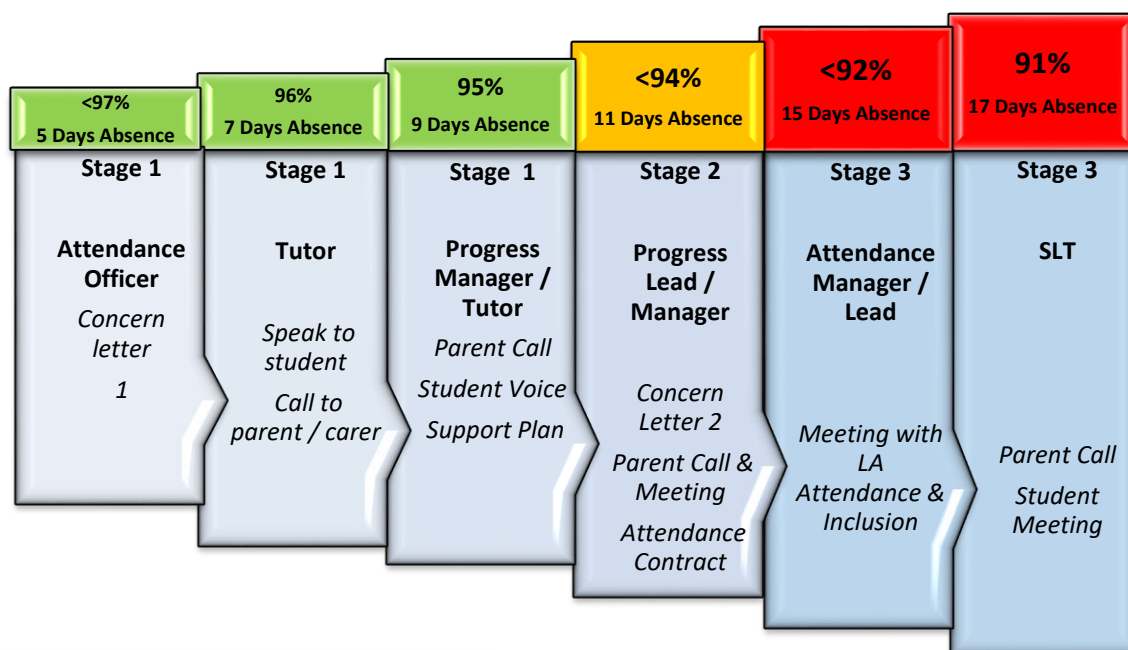## Attendance Graduated Response

At Parkwood E-ACT Academy we understand not everyone may get things right, which is why we recognise that early intervention for any low attenders is vital and key in preventing any of our students, not just our hard to reach students from falling in to PA - Persistent Absences <90%

Our attendance expectation is **97%** we want out students to believe they can achieve this by thinking big and succeeding by just attending school.

Attendance is everyone's business and we are in this together. This is why at Parkwood we monitor our student's attendance rigorously to building good, strong honest working relationships between everyone involved.

The below graduated response will help us the team at Parkwood identify those specific needs which will help our students improve their school attendance and break down those barriers where their struggling the most. This allows the team at Parkwood along signpost where required from support from the right professionals or local authorities when required to do so.

We understand that just by listening, sometimes problems can be easily solved which is why we emphasise on having the right people in place so that the right support and assistance can be tailored around each individual student needs to help improve their attendance.

<97% 5 Days Absence	96% 7 Days Absence	95% 9 Days Absence	<94% 11 Days Absence	<92% 15 Days Absence	91% 17 Days Absence
Stage 1	Stage 1	Stage 1	Stage 2	Stage 3	Stage 3
Attendance Officer	Tutor	Progress Manager / Tutor	Progress Lead / Manager	Attendance Manager / Lead	SLT
Concern letter	*Speak to student*	*Parent Call*			
1	*Call to parent / carer*	*Student Voice*	*Concern Letter 2*	*Meeting with LA Attendance & Inclusion*	*Parent Call*
		Support Plan	*Parent Call & Meeting*		*Student Meeting*
			Attendance Contract		

STAGE 4

All Cases 90 % & below

(19+ Days of absence)

Fast Track meeting PL/AM

Immediate Referral LA by Attendance Manager/SLT Lead discussion during attendance panel meeting

Review and support for student

Ongoing during this process

Rewards & Recognition of any attendance improvements made – Rewards/Letters/ Phone calls home.

All Staff

Monitoring / Support continues In line with policy

Attendance Standard Operating Procedures

Daily

- SLT at main gate welcome students 8.15 - 8.30am

- Attendance Officer to complete Late Gate duty 8:30 am - 8.50 am

- Registers completed within the first 10 minutes of all lessons, including head count, followed by an eye's on approach. AO & Year Teams to chase missing registers. Registers AM registers open 8:30am and close 9:00am / PM 12:15pm and close 12:30pm

- Absence text message alerts are sent parents by A/O by 9:15am

- By 10.30am, AO's made first day calls to all absentees prioritising vulnerable by 9.00am – report to DSL by 9:15/ AP students and absence lists sent to all staff.

- 10.30 absence actions by Progress Manager's – Daily absence Tracker and CPOMS updated.

- Late text message sent to parents by 11:00am by AO. Students are late and will receive a detention if they arrive after the close of registers 9:01am and 12:31pm

- Late detentions occur daily by Progress Teams for 30 minutes same night

- Home visits are conducted after all absence calls made by A/O & PM on day 3 (within day 2 in the case of vulnerable or flagged students) – Logged on CPOMS & Home visit tracker A/O & PM

- Daily attendance figures DAILY/ WEEKLY/ CUMLATIVE/ LATE LISTS sent to all staff - AO

Weekly

- Form tutors to discuss attendance with their tutor groups and issue rewards as per academy policy. Students to complete "My attendance tracker" in Personal Development books every Monday.

- AO to complete weekly attendance figures (whole academy, year group and tutor and Graduated Tracker figures.)

- AM to hold fortnightly attendance meetings with Progress Leads regarding year group stage response Tracked on Graduated Tracker by AM for actions

- Monitor Impact of home visits / Actions from Graduated response AM/AL

- Attendance Meeting – Tuesday 8:00am – SLT Leads/ PL/AM

- Inclusion Meeting to discuss support and actions to be taken around red flag students

- Visits to all students on alternative provision are conducted every 2 weeks - Allocated Staff

Ongoing

- Spot checks and Q & A around attendance and punctuality SLT / AL/ AM

- Termly assembly 'raising attendance' assembly to the students in January – SLT Lead

- CPD raising attendance and spotting patterns sessions ran with teaching staff – Attendance Lead

- Legal Actions around attendance discussed and actioned through Local Authority by AL/AM

- Parents sent letter about the importance of good attendance and punctuality

- Progress and Attendance Teams made aware of vulnerable students missing from lessons via the **Parkwood.Attendance@E-ACT.org.uk** e- mail

- All staff to work in line with Graduated Response around both attendance and Punctuality

Rewards

- Rewards Assembly to be held at the end of each term. The Headteacher or any other person designated will attend this assembly and offer substantial praise to the students and with the highest percentage attendance
- Individual attendance rewards, will be offered to students achieving 97% 100% and those most improved through the year.
- End of year attendance trip – high attenders
- Individual achievement card based on points system for students around basic expectations including attendance and ongoing individual attendance prizes/ rewards.

Appendix 2 Admission register

1 **Admission register**

  1.1 In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the Academy will:

  1.1.1 maintain an admission register of pupils admitted to the Academy (also known as the school roll); and

  1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the Academy's admission register at non-standard transition points.

  1.2 The admissions register contains specific personal details of every pupil in the Academy, including their date of admission, information regarding parents and carers and details of the school they last attended.

  1.3 The Academy will not 'off-roll' pupils, that is, it will not remove a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal would be primarily in the interests of the school rather than in the best interests of the pupil.

  1.4 Where the Academy notifies the local authority that the pupil's name is to be deleted from the admission register, the Academy must provide it with the following information:

  1.4.1 the full name of the pupil;

  1.4.2 the full name and address of any parent with whom the pupil lives;

  1.4.3 at least one telephone number of any parent with whom the pupil lives;

  1.4.4 the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;

  1.4.5 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

  1.4.6 the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

Appendix 3 Attendance register

1   **Attendance register**

   1.1   Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements and the Academy has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the regulations.

   1.2   The attendance of non-compulsory school age will be recorded in the same way so that attendance can be monitored, unexplained absences are investigated and the Academy can ensure their safety and welfare.

   1.3   The Academy will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

   1.4   The Academy is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

   1.5   On each occasion it will be recorded whether every pupil is:

      1.5.1   present;

      1.5.2   absent;

      1.5.3   attending an approved educational activity;

      1.5.4   unable to attend school due to an exceptional circumstance.

2   **Recording absence**

   2.1   Absence will be recorded as set out in 3 and 5 below using national absence codes correlating to:

      2.1.1   authorised absence;

      2.1.2   excluded (while still on the admission register);

      2.1.3   holiday authorised by the Academy;

      2.1.4   illness;

      2.1.5   medical or dental appointments;

      2.1.6   religious observance;

      2.1.7   study leave;

      2.1.8   Gypsy, Roma and Traveller absence.

3   **Authorised absence from school**

   3.1   All applications for authorised absence from school should be made with reasonable notice and addressed to the Headteacher.

   3.2   Only exceptional circumstances will warrant an authorised leave of absence. The Academy will consider each application for authorised

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

3.3   If a leave of absence is granted, it is for the Headteacher to determine the length of time the pupil is authorised to be away from school.

3.4   Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

4   **Remote education**

4.1   The Academy is required to record all absence from in-person lessons.

4.2   The Academy may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the Academy site, to keep pace with their education.

4.3   There is no specific code for remote education. Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.

5   **Unauthorised absence**

5.1   The "unauthorised absence" code will be used when prior permission for absence has not been given and where the Academy is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

5.1.1   holiday has not been authorised by the Academy or is in excess of the period determined by the Headteacher;

5.1.2   the reason for absence has not been provided;

5.1.3   a pupil is absent from school without authorisation;

5.1.4   a pupil has arrived in school after registration has closed and without reasonable explanation;

5.1.5   frequent sporadic illness without sufficient justification in relation to health.