



L.E.A.D. Academy Trust  
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Birley Primary Academy

# Attendance Policy

**Review frequency:** Annual

**Approval:** October 2019

## 1. Aims

Our academy aims to meet its obligations with regards to attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory academy age attend regularly, and will promote and support punctuality in attending lessons.

It is our intention to ensure that every child enjoys coming to our academy. By providing a stimulating, challenging and secure environment, the children will be encouraged to be regular attendees, which will ultimately enhance their learning.

Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. Continuity of learning can only take place through regular attendance.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carer's.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time keeping for all pupils and this will be communicated through regular contact with parents/carer's.

Our academy recognises and adheres to Sheffield City Council's - *Get Your Child To School On Time*, which is Sheffield's City Council's Attendance Strategy (see Appendix One) and the latest DfE guidelines.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

### 3. Academy procedures

#### 3.1 Registration times:

Registration times will be determined by the academy and you can find these below; registers will be kept open for a maximum of 30 minutes but not kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Morning	KS1 8:45 am	KS2 8.45 am
Afternoon	1:00 pm	1.15 pm

At times of exceptional weather the registers may, according to DfE guidelines, remain open until 10.00am. All lates and unauthorised lates are added into the class electronic registers by the Attendance officer and recorded on the 'Late Sheet'.

#### 3.2. Registration:

- Only authorised people may complete registers and they must be taken at the same time twice a day.
- Electronic registers are used in every class as part of the School's Information Management System (SIMS).
- If the electronic register is unable to be taken, then the office administrator will provide a paper register and will then input it on the electronic register from the office.

#### 3.3 Taking a pupil off roll

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a removal / leaver form completed.

A pupil of compulsory school age shall have his/her name deleted from the admissions register when:

- The pupil is registered at our academy in accordance with the requirements of an academy attendance order and another academy/school is substituted by the Council for that named in the order, or the order is revoked.
- The pupil has been registered at another school or academy. (Academys can register travellers' children even if they are on the roll of another school/academy. The academy the child normally attends is the base academy; the other registration is temporary).
- The academy has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- The pupil has ceased to attend our academy and no longer lives within a reasonable distance of academy.
- In the case of a pupil granted leave of absence exceeding 10 days for the purpose of a holiday, the pupil has failed to attend the academy within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the pupil is unable to attend by reason of sickness or any unavoidable case. Both the academy and the Council will make reasonable enquiries to find out where the pupil is, to include letters, home visits and telephone calls.

- The pupil is certified by a relevant member of staff as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- The pupil has been continuously absent from our academy for a period of not less than 20 school days and both the academy and Sheffield's Children Missing in Education team have failed, after reasonable enquiry, to locate him/her. Again, reasonable enquiries should be made. In such cases we will ensure the Sheffield's Children Missing in Education team are informed and procedures concerning missing children and missing children protocol should be followed.
- The pupil had died.
- The pupil has been permanently excluded and the exclusion has been upheld by governors.
- The pupil has been admitted to the academy to receive nursery education and has not on completing such education transferred to a reception class at our academy.
- The pupil attends a special school and Sheffield City Council gives consent for his/her name to be removed.

If we are told that a pupil is leaving to attend another school/academy, staff at our academy will establish the pupil's new address, the name and address of the new school/academy and the date the pupil will start there. Confirmation will then be sought from the receiving school/academy. Whenever a pupil leaves us a Common Transfer File (CTF) will be completed. If we are concerned about any aspect of a transfer or a pupil has "disappeared" the matter should be referred immediately to the Sheffield's Children Missing in Education team who will investigate missing pupils as part of Sheffield City Council's Missing Children's protocol.

### 3.3. How do we monitor attendance?

- All pupils' attendance is monitored daily and weekly using data analysis from the electronic register.
- Our academy operates a 'traffic light' system when monitoring attendance:
  - **the green zone:** pupils with 96% and above, may require little or no action regarding their attendance;
  - **the amber zone:** pupils with between 95% - 91% attendance, these pupils' attendance is carefully monitored by the academy, letters are sent to parents to tell them that their child's attendance has dropped into the amber zone. Absences after a child's attendance has dropped to 90% or below will not be authorised in line with Government guidelines.
  - **the red zone:** pupils with below 90% attendance with no satisfactory reason, may be referred to the Commissioning, Inclusion and Learning Service, who will consider instigating Legal Action. They will be informed by letter that this is to happen.
- Statistical evidence for the whole academy and for individual classes is analysed every week and shared with staff.

### 3.4. Reasons for absence and procedures for following up absence:

- Only the Headteacher can authorise absences.
- If letters/notes come from parents/carer's directly to the class teacher, then these should be signed and dated by the teacher and sent to the office.
- If a teacher receives verbal communication then the attendance officer **must be** informed so that it can be recorded from the office.

- All information about absences and logs of the academy's attempts to make contact with home is recorded electronically on SIMS and in pupil absence records.
- Unexplained absences are followed up as early as possible on the morning of the absence by a phone call, [text message](#) or home visit.
- If there has been no communication on the first day of absence the school's attendance officer, as well as the school's safeguarding team where appropriate, follows up the absence.
- If a child has not returned to the academy for two days and there has been no contact, then the attendance officer, alongside the school safeguarding team where appropriate, will visit the home. During this visit, a letter is posted to the home as a final attempt to gain a reason.
- If after this period of time, no contact has been made and we are concerned about the safety and whereabouts of a child then the police and / or social care may be informed.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the academy register. Further to this, if we have evidence to suspect that a child has been on holiday during term time, then a fixed penalty notice will be sent alongside evidence we have gained.
- If a child is absent and no contact has been successful by academy, the child may be referred to Social Care in line with the academy's safeguarding and child protection policy.
- If a child is missing for ten school days then s/he will be referred as a missing child to Education Welfare.
- If a child does not return to the academy for a further ten days (twenty school days in total) and there has been no contact from the parents, then his/her place may be removed from the register but only after consultation with Sheffield's Children Missing In Education Team.

### 3.5. Holidays / Leave of Absence

- DfE guidelines Education Act 2003 (updated July 2019) the Headteacher may no longer authorise holidays / leave of absence during term time.
- If a family is affected by extremely difficult circumstances, then the Headteacher may reserve the right to authorise a 'leave of absence'. **It should be understood that a 'leave of absence' will only be authorised in the most testing and difficult circumstances.** Authorisation in these circumstances will be requested in writing prior to booking flights or the organisation of any other arrangements, to avoid difficulties or financial loss.
- Where families are known to have taken children out of the academy during term time without prior agreement proceedings will commence for Penalty Notices to be issued. These are issued per adult (subject to change)
- Due to the Year 6 Statutory Assessment Tests (SATs), we cannot condone any absence during the SATs week in May. Children who are knowingly taken from the academy to go on holiday during SATs will be referred to Sheffield City Council's Commissioning, Inclusion and Learning Service for Penalty Notices to be issued.

### 3.6. Lateness:

- Children arriving late within the registration period should report directly to the school office.
- Children arriving after registration period should report to the main reception giving the reason for lateness, this information and the time of arrival is noted in the Late Sheet by one of the Academy Administrators. The Late Sheet is reviewed weekly and parents are contacted to follow up lateness.

- Unauthorised and persistent lateness may result in a referral to Sheffield City Council's Commissioning, Inclusion and Learning Service. A Penalty Notice may be issued (See section 11).

### **3.7 Medical or dental appointments**

Missing registration for a medical or dental appointment can be counted as an authorised absence; advance notice is required for authorising these absences.

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

### **3.8 Religious Observance**

Sheffield City is a vibrant and diverse city that promotes respect for the faiths and values of its communities. There are many religions celebrated in our academies and it is important that we recognise the diversity of the population.

In Sheffield City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence. Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, we will seek advice from the parents' religious body to confirm whether the day is set apart

## **4. Legal Action**

### **4.1 Legal sanctions**

Academies can fine, or refer to Sheffield City Council's Commissioning, Inclusion and Learning Service, parents for the unauthorised absence of their child from the academy, where the child is of compulsory academy age.

If issued with a penalty notice, parents must pay the amount within 21 days or the cost will double by 28 days. The payment must be made directly to the local authority.

The decision on whether or not to refer to the LA, who may issue a penalty notice, ultimately rests with the headteacher, following the local authority's code of conduct for attendance and truancy. This may take into account:

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

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

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a

Traveller family is known to be travelling for occupational purposes and has agreed this with the academy but it is not known whether the pupil is attending educational provision

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- 5. Children Missing Education

Where a pupil has not returned to our academy for ten days after an authorised absence or is absent from the academy without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the academy does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register.
- We will adhere to the Children Missing in Education Statutory Guidance for LAs;  
[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/children\\_missing\\_education\\_-\\_statutory\\_guidance.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf)

## **6. Children Who Cannot Attend Academy Because of Health Needs**

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory academy age and who
- are permanently resident in the LA and
- who are not in academy for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the academy for 15 days for health reasons or as soon as it is clear that a health-related absence from the academy will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as possible. There may be circumstances in which suitable alternative education is already in place e.g. if the academy has made arrangements for a pupil or the child is receiving education at a hospital academy.

## **7. Children in Public Care**

Katie Lewis is the coordinator who liaise with the LA Children Looked After Team. The Virtual Academy will be contacted each day whether the pupil is attending or is absent.

Attendance will also be reported as part of the PEP.

## **8. Elective Home Education**

A parent has a right to educate their child at home and can request to home educate their child at any point. On receipt of written notification from the parent/carer we will inform the LA and once approval has been received then the pupil may be taken off roll and a leavers form completed.

## **9. Strategies for promoting attendance**

- Individual e-certificates and badges – Bronze, Silver, Gold - are given to pupils for a full term's 100% attendance. This is also accompanied by a prize which improves progressively across the academic year.
- Class teachers devise rewards for punctuality and attendance in consultation with their classes.
- The class with the best attendance of the week is given a certificate, top dog and the class also receive stars in the jar. The runners-up also receive a top-dog reflecting their position.
- Every class use their classroom doors to focus on attendance matters, such as displaying class certificates and having the weekly class percentage displayed.
- There is an attendance display at the academy to inform pupils/parents/carers of the percentage of attendance for their child's class.
- Every term, the school runs an 'Early Bird Week', aimed at promoting the importance of arriving to school on time.

## **10. Roles and responsibilities**

### **10.1 The governing body**

The governing board is responsible for monitoring attendance figures for the whole academy on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

### **10.2 The Headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring academy-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### **10.3 The attendance officer**

The attendance officer:

- Monitors attendance data at the academy and individual pupil level

- Reports concerns about attendance to the headteacher
- Works with Sheffield City Council's Commissioning, Inclusion and Learning Service to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance and punctuality issues
- Advises the headteacher when to refer pupils to education welfare who may consider prosecution

#### **10.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the academy office.

#### **10.5 Office / reception staff**

Office/reception staff are expected to take calls from parents about absence and record it on the academy system.

#### **10.6 Parents/Carer's**

Parents whose children are registered at academy are responsible for ensuring that their children attend and stay at academy

Parents should:

- Ensure that their child arrives at academy on time, in academy uniform and ready to learn.
- Instill in their child an appreciation of the importance of attending academy every day.
- Impress upon their child the need to observe the academy's code of conduct
- Work in partnership with academy to resolve issues which may lead to academy non-attendance.
- Ensure that they are aware of the academy's attendance policy
- Notify the academy if he/she is absent. This should be done as soon as possible – preferably on the morning of the first day of absence. They should also supply an explanation for the absence.
- Avoid arranging medical/dental appointments during academy hours
- Not book holidays during term time.

### **11. Communication with parents / carer's**

- Parents/carers are regularly informed about attendance issues in the half termly attendance newsletter
- Parents /carer's are rung, **texted** or visited on the morning of their child's absence.
- Letters are sent enquiring about absence and lateness, impressing the legal requirements for children to attend and the financial penalties that may be served for non-attendance.

- On an ongoing basis, parents/carer's of pupils whose attendance is below 95% are sent letters to inform them that their child's attendance has fallen into the amber zone or red zone.
- Sheffield City Council's Commissioning, Inclusion and Learning Service is consulted if the attendance of a child drops below 90% or if there is unauthorised absences. Families causing concern are also supported by the academy in resolving attendance and punctuality issues.
- The academy will attempt to work with parents at all stages to address attendance and punctuality issues and make reasonable efforts to support parents/carer's in getting their child to the academy.

## **12. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher/SLT. At every review, the policy will be shared with the governing board.

## **13. Links with other policies**

This policy links to our child protection and safeguarding policy, Equality Policy