



Appleton Academy

Pupil Attendance Policy



Approved By	Approval Date	Next Review Date
Appleton LGB	January 2018	2019/20 – Term 2

1.0 Introduction

1.1 This updated guidance reflects the amendments that have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** and which will come into force on 1 September 2013.

1.2 Term-time holiday

1.2.1 The regulations currently allow Principals to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to 10 school days leave per year. Principals can also grant extended leave for more than ten school days in exceptional circumstances.

1.2.2 The new amendments remove references to family holiday and extended leave as well as the statutory threshold of 10 school days. The amendments make clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a student can be away from school if the leave is granted.

1.3 Deleting a student from the admission register

1.3.1 The Education (Pupil Registration) (England) Regulations 2006 currently do not provide for a school to delete a student from the admission register where the student has ceased to be of compulsory school age and has failed to meet the academic requirements for entry to their sixth-form.

1.3.2 Amendments to the 2006 Regulations will allow this bringing the regulations into line with the new School Admissions Code 2012, which allows schools to set academic requirements for entry into sixth form.

2.0 The Education (Penalty Notices) (England) Regulations 2007

2.1 Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments will come into force on 1 September 2013.

2.2 Amendments to the 2007 regulations will reduce the timescales for paying a penalty notice and the cost of the penalty has increased. **Each** parent/carer must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

2.3 Appleton Academy believes that regular attendance is a key factor in the drive to raise standards of attainment and enhance the learning opportunities of all students.

2.4 Poor attendance is recognised as a key factor in underachievement and disaffection. Poor attenders are more likely to engage in antisocial behaviour and crime.

3.0 Statutory Duties

- 3.1 The Education Act 1996 requires parents/carers to ensure their children receive full time education by regular attendance at a school or by other arrangements. Parents/carers have the responsibility for making sure their children attend Appleton Academy regularly and on time.
- 3.2 Under the *Education (Pupil Registration) (England) Regulations 2006* as amended by the *Education (Pupil Registration) (England) (Amendment Regulations 2010)* the governing body is responsible for making sure Appleton Academy keeps an attendance register that records which learners are present at the start of both the morning and the afternoon sessions of the school day. This register also indicates whether an absence is authorised or unauthorised.

4.0 Aims

The aims of this policy are:

- To raise the profile of attendance and punctuality and highlight the importance of regular attendance and ensure that regular attendance assists students to be successful learners.
- To inform staff, learners, parents/carers and governors of their role in promoting good attendance
- To make attendance and punctuality a priority for all those associated with Appleton Academy including learners, parents/carers, teachers and governors.
- To meet Appleton Academy's attendance target set annually by the governing body.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents/carers and students.
- To develop a systematic approach to gathering and analysing attendance-related data.
- To further develop positive and consistent communication between home and school.
- To implement a system of rewards and sanctions.
- To promote effective partnerships with the Education Social Work Service and with other services and agencies.
- To recognise the needs of the individual student when planning reintegration following significant periods of absence.

5.0 Definitions

- Outstanding attendance – 99% +
- Good attendance – 97% to 98%
- Satisfactory attendance – 96%
- Unsatisfactory attendance – 91% to 95%
- Totally unacceptable attendance – 76% to 90%
- Persistent Absence – attendance below 90%
- Educational neglect - attendance below 75%

6.0 Expectations

6.1 Staff

- **All** staff have a responsibility towards promoting attendance within Appleton Academy
- **All** staff have a responsibility to positively challenge learner/parents/carers regarding their punctuality
- **All** staff will work in partnership with learners and parents/carers to ensure good attendance
- **All teaching staff** need to understand the link between high quality, engaging lessons and attendance
- **All teaching staff** have a responsibility to take appropriate action and follow procedures with regards to learners' attendance and to liaise with appropriate staff, the Attendance Officer and other designated staff.
- **All teaching staff** have a responsibility to take a register every lesson
- **Pastoral Team** in the secondary phase have a responsibility to contact parents/carers if there are concerns with attendance and to liaise with Heads of Year where there are serious concerns They must also place learners whose attendance is below 90% on a weekly attendance report
- **Senior Leaders** through the **Attendance Officer** and **Heads of Year** are expected to implement and monitor strategies for students with poor attendance.

6.2 Students

- Students should make every effort to attend every day
- Students should arrive on time in the morning
- Students should be punctual to lessons

6.3 Parents/carers

- Parents/carers have a legal responsibility to ensure their child attends school regularly and on time
- Parents/carers must contact Appleton Academy on the first day of a known absence. Parents/carers of learners must confirm the reason for absence by putting a note into the learner's planner
- Parents/carers should work in partnership with the school and the Educational Welfare Officer to support their child where appropriate

6.4 Governors

- Governors have a responsibility to monitor the attendance policy and procedures
- Governors have a responsibility to monitor all attendance data

7.0 Long Term Absences

- 7.1 Appleton Academy recognises its role in ensuring that students who are absent for a lengthy period due to illness, family bereavement, breakdown in the family unit etc are supported by Appleton Academy. In such instances, Appleton Academy will provide work for the duration and an integration programme where required.

8.0 Leave of Absence

- Principals cannot grant any leave of absence during term time unless there are exceptional circumstances.
- Any request on the basis of exceptional circumstance will be considered on an individual basis where attendance is consistently good.
- Any request for exceptional leave of absence must be applied for in writing as soon as possible in advance of the absence.
- Any holiday leave of absence requests will not be granted.

9.0 Procedures

Procedures to support this policy are attached.

Appendix 1: Attendance Monitoring Procedures

Appendix 2: Attendance Rewards and Responsibilities

Appendix 3: Penalty Notices

Appendix 4: Attendance % and days explanation

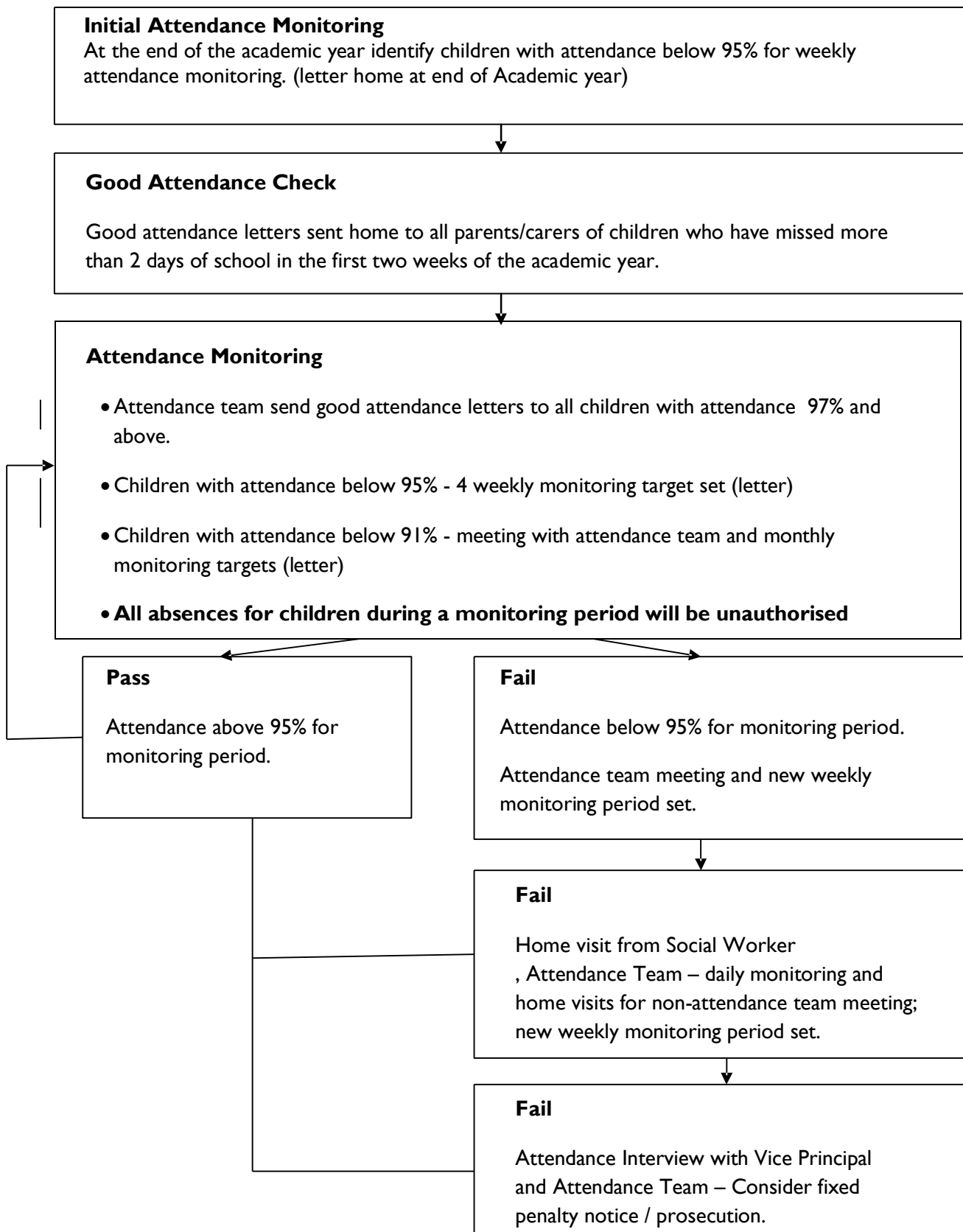
Appendix 5: Definitions and Attendance Codes

10.0 Policy review date

- 10.1 The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout Appleton Academy.

Appendix I

Attendance Monitoring Procedure



Appendix 2

Monitoring and Rewards

Primary Monitoring

- **Class Teachers** have a responsibility to monitor the attendance of their class on a weekly basis; to ascertain reasons for absence (where appropriate), to speak to parents about poor attendance and to report concerns to the Phase Leader .
- **Phase Leaders** will provide a half termly snap shot of attendance and will regularly meet with the appropriate Senior Leaders, Attendance Officer and other relevant personnel to monitor attendance and strategically plan intervention strategies to improve individual attendance of students within their area of responsibility.
- **The Senior Assistant Principal Primary** will regularly monitor the attendance data and intervention strategies in order to ensure positive outcomes and provide a half termly snap shot of attendance.

Rewards

The Primary Curriculum is planned to be challenging and interactive therefore promoting good attendance.

- Attendance and punctuality points are awarded weekly to each house in weekly assemblies.
- 100% attendance certificates are awarded termly in Celebration Assembly
- At the end of each academic year, 100% attenders receive a special award.

Secondary Monitoring

- **Personal Tutors** have a responsibility to monitor the attendance of their tutor group on a weekly basis; to ascertain reasons for absence (where appropriate) and to set attendance targets for their tutees based on the four weekly attendance poster and through academic mentoring. Personal Tutors may also need to place learners on attendance reports.
- **Subject Leaders** must regularly monitor attendance in their area and report on this through the faculty review and results analysis documentation. They must also ensure any concerns are flagged up with Personal Tutors and Heads of Year promptly.
- **Heads of Year** will provide a half termly snap shot of attendance and an in-depth termly analysis for students in their House
- **Heads of Years** will regularly meet with the appropriate Senior Leaders, Attendance Officer and other relevant personnel to monitor attendance and strategically plan intervention strategies to improve individual attendance of students within their House
- **The Assistant Principal Behaviour and Attendance** will regularly monitor the attendance data and intervention strategies in order to ensure positive outcomes and provide a half termly snap shot of attendance and a termly in-depth analysis.

Rewards for good attendance

To celebrate outstanding attendance, Appleton Academy sends a celebratory message to each parent whose child has 100% attendance. High attendance is also rewarded through prize draws, the newsletter, celebration events, assemblies and reward activities. All attendance is registered weekly in student planners, ensuring contact with parents and carers is consistent and maintained.

Displays are visual around school raising the profile of form and year group attendance. Attendance challenges are run in year groups, incorporating a competitive element.

Appendix 3

Penalty Notices

DfE's "Advice on School Attendance" – April 2013 states that all Penalty Notices must be issued in accordance with the Local Code of Conduct.

The Bradford Code of Conduct was revised in November 2008. A copy of the Code is available on Bradford Schools Online, under School Attendance/Holidays in the Term Time section. Under the Code, all Bradford schools are required to have a written school attendance policy which includes:

- The school policy in relation to term-time holidays;
- The criteria to be used when deciding whether to authorise holiday absence in exceptional circumstances;
- The information required from parents/carers requesting term-time holiday;
- The sanctions to be used if agreements are not kept - this could include requesting that a penalty notice be issued.

A summary of the school's policy on term-time holidays must be included in the school brochure/prospectus and parents/carers should be reminded annually of the policy and of the procedure to request term-time holiday or other exceptional leave.

Under the Code, Penalty Notices may be issued:

- If parents/carers have not sought permission from the Principal before taking their child out of school for a holiday in term-time;
- If the Principal has refused a request but the absence occurs anyway;
- If a student has not returned to school by the agreed date with no satisfactory explanation and the student remains on the roll of the school. (Penalty Notices cannot be issued when a student has been removed from roll).

AND

- Where the absence has been recorded by the school as unauthorised in the attendance register on at least 10 sessions (5 school days).
- Penalty Notices cannot be issued if the parents/carers are known to be out of the country.
- Penalty Notices cannot be issued against the parents/carers of children who are not of statutory school age.

Prosecution

Should the Penalty Notice not be paid, Bradford Council's Children's Services will submit the case for prosecution in the Magistrates' Court and the school will be notified that the Penalty Notice has not been paid.

Procedure for requesting a Penalty Notice

Pro-forma documentation for requesting a Penalty Notice is included in Appendix 6 of this policy.

Please complete the following forms to request a Penalty Notice:

- **‘Request for Penalty Notice’** Please note that the first and last names of both parents/carers are needed, as Penalty Notices are issued against both parents/carers;
- Definition of a parent/carer –
 - o All natural parents, whether they are married or not;
 - o Any person who has parental responsibility for a child or young person;
 - o Any person who has care of the child or young person i.e. lives with and looks after the child.

(It has been necessary to withdraw a number of penalty notices during the last academic year when it has come to light that one parent does not reside in the child’s household and could not be held responsible for the child’s unauthorised absence from school.)

- Please also submit a copy of the letter to the parents/carers advising them that the holiday request had been refused (if applicable), and/or a copy of the letter to the parents/carers advising them that a Penalty Notice will be issued to each parent/carer of each child. Please note that Bradford Children’s Services will NOT issue a Penalty Notice without copies of such letters, as there needs to be clear evidence that the parents/carers were fully aware of the potential consequences of the unauthorised absence.
- Please note it is important that all letters to parents/carers are dated.
- Please also include an attendance printout detailing attendance for the current academic year which includes the period of unauthorised holiday/leave of absence.

Please submit Penalty Notice requests as soon as possible after the student and family have returned. Should the fine go unpaid and the matter has to be taken before the Magistrates Court, then the case must be lodged with the court within 6 months of the first day of absence.

The Principal Education Social Worker will have the final decision as to whether or not a Penalty Notice will be issued. If the decision is not to issue a Penalty Notice, the school will be informed.

Prosecution

Should the Penalty Notice not be paid, the Bradford Children’s Services will submit the case for prosecution in the Magistrates Court.

The school will be notified that the Penalty Notice has not been paid. The school will then need to complete and return to the Education Social Work Service proforma:

- **‘Statement of Witness’** This is a proforma witness statement and will be presented in the Magistrates Court. The statement only needs to be brief – confirming that the holiday/leave was not authorised or that the student did not return by the due date and that parents/carers were aware of the consequences of taking unauthorised absence. The ‘Statement of Witness’ should be completed by the Principal or senior member of staff responsible for school attendance.

- **‘Principal’s Certificate of Attendance’** This is an extract of the school register and details the unauthorised holiday absence. This will also be presented in court.

The school may also need to provide copies of:

- The schools attendance policy including the procedures in relation to term time holidays;
- Any communications sent to all parents/carers regarding holidays in term time i.e. Newsletters.

The case will be heard in the Magistrates Court approximately 4 weeks following the receipt of the completed 'Statement of Witness' and 'Principal's Certificate of Attendance'.

The school will be informed of the outcome of the prosecution.

Notes for completion of the Statement of Witness

'Compulsory School Age' – children are of compulsory school age until the last Friday in June of the academic year their 16th birthday falls.

'Principal's Certificate' – is an extract from the school's attendance register and will give details of the child's attendance over a six week period which includes the unauthorised holiday in term time/leave of absence. Please note a Principal's Certificate must be completed for each student.

Appendix 4

For a generally healthy student, the following would apply:

	% Attendance	Days Lost	
OUTSTANDING	100	0	
	99	2	
GOOD	98	4	
	97	6	
SATISFACTORY	96	8	
UNSATISFACTORY	95	10	2 <u>school weeks</u> of Lost Learning
	94	12	
	93	14	
	92	16	
TOTALLY UNACCEPTABLE	91	18	
	90	20	4 <u>school weeks</u> of Lost Learning
	89	22	
	88	24	
	87	26	
	86	28	
	85	30	
	84	32	
	83	34	
	82	36	
	81	38	
80	40	1 <u>Half Term</u> of Lost Learning (8wks)	
NEGLECT	79	42	
	78	44	
	77	46	
	76	48	
	75	50	
	74	52	
	73	54	
72	56		
71	58		
70	60	1 <u>Term</u> of Lost Learning (12 Wks)	

Appendix 5

Definitions and Attendance Codes

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and Appleton Academy has received notification from a parent/carer. Only school can make an absence authorised. Parent/carers do not have this authority.

Code H: Family Holiday (agreed)

The amendments make clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a student can be away from school if the leave is granted.

Any request for holiday absence will be considered individually, taking account of the age of the student: the time of year proposed for the trip; its nature and parental/ carer wishes; the overall attendance pattern of the student; the student's stage of education and progress. Parents/carers will fill out an application for leave of absence, which school will consider. School may then invite parents/carers into school to discuss any proposed holiday in term time.

Appleton Academy may delete from roll a student who fails to return within 10 school days of the agreed return date unless there is a good reason for the continued absence, such as illness.

Appleton Academy will not agree absences of more than 10 school days in a school year.

A student who is authorised to take up to 10 days holiday during one whole academic year will only attain **94.7%** attendance.

A student who is authorised to take 10 days holiday during the period of September – May (the annual DfE absence survey time period) will only attain **93.8%**. These are the figures that appear in the performance tables.

Code I: Illness (not medical or dental etc appointments)

Missing registration through illness is an authorised absence. If a student is present for registration but returns home because of illness, no absence is recorded for that session. Appleton Academy will keep a record of students leaving or returning to site in case of an emergency.

If the authenticity of illness is in doubt, Appleton Academy may record the absence as unauthorised absence (Code O) and will advise parents/carers of this. Appleton Academy can and may request parents/carers to provide medical evidence to support absence on the grounds of illness.

This code will be used when parents/carers phone to say that their child is ill. Parents/carers will always be advised to notify Appleton Academy as soon as possible on the first day of absence when a child is ill and whenever possible before 9.00 am.

While Appleton Academy can request medical evidence to support absence on the grounds of illness, Appleton Academy will not request medical certificates

unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time.

Code M: Medical/Dental appointments

Parents/carers and students will be encouraged to make appointments out of school hours. Appleton Academy will ask for sight of an appointment card if a student is an irregular attender.

If a student is present for registration but has a medical appointment later, no absence will be recorded for that session. Appleton Academy will keep a record of students leaving or returning to site in case of an emergency.

A student receiving medical treatment on site will be marked 'present'.

Medical appointments include

- Attendance at a GP surgery
- Attendance at a dentist's surgery
- Hospital appointments (not a stay in hospital).

Code R: Religious observance

Absence for when a student wishes to take part in any day set aside exclusively for religious observance by the religious body to which the parents/carers belong, including religious festivals. Parents/carers will be required to give advance notice by letter.

Code E: Excluded (no alternative provision made)

A student who is excluded for a **fixed period** remains on Appleton Academy roll but cannot attend [Insert school name here].

Alternative provision should be arranged for that student but, if it is not, the absence should be treated as authorised as it results from decisions made by [Insert school name here].

Similarly, the absence of a **permanently** excluded student for whom alternative provision is not made should be treated as authorised while any review or appeal is in progress. The student's name should be removed from Appleton Academy roll on Appleton Academy day either:

- After the appeal committee's confirmation of permanent exclusion. •
On expiry of the time allowed for appeals to be made.
- If the student takes up a place elsewhere.

Appleton Academy is responsible for making alternative arrangements for an excluded student who remains on Appleton Academy roll either directly or in conjunction with an agreed provider of alternative provision.

Code C: Other authorised circumstances (not covered by another appropriate code/description)

Only exceptional occasions warrant leave of absence. School will consider each request individually taking the following into account:

- The nature of the event

- Its frequency (is it a one-off, or likely to become a regular occurrence?) •
Did the parent/carer give advance notice
- The student's overall attendance pattern i.e. below 90%

Example might include special occasions such as attending the wedding of a family member, family bereavement, prison visits.

Young Carers

In a genuine crisis, a school can approve absence for a student to care for a relative until other arrangements can be made. Appleton Academy should set a time limit for the absence and set some schoolwork so the student does not fall far behind while at home.

At the request of Appleton Academy a student may be placed on an agreed part-time timetable as part of reintegration.

Approved educational activity

Code B: Educated off site

Examples of when this code would be used are:

Attending taster days at other schools
Students attending another school as 'guest learners'

Appleton Academy will ensure that we have in place, arrangements whereby the provider of the alternative activity provided "off-site" can notify Appleton Academy of any absences by individual learners, so that Appleton Academy can record the student absence using the relevant absence code.

Code D: Dual Registration (i.e. student attending other establishment)

This code is to be used when a student is dually registered at two schools and, for the session in question, they are not required to attend [Insert school name here].

Appleton Academy where the student is expected to attend is responsible for accurately recording the student's attendance and chasing up non-attendance

If the alternative provision made is attendance at a PRU, the student will be recorded under Code D as the student is, in effect, dually registered at both institutions. In these circumstances, the student's status as recorded in Appleton Academy MIS system changes from Current single registration (C) to Current main (Dual registration) (M).

Students who are dually registered at two schools will be registered as such in both school's information management systems (MIS) under "pupil enrolment status". For example – A student who is on roll at school A but attending school B (which could be the PRU or a special school).

School A – record M (Main – dual registration) School B
– record S (Subsidiary – dual registration)

Appleton Academy will ensure that they have in place, arrangements whereby Appleton Academy where the student is scheduled to be can notify the "other" school of any absences by individual learners so that both schools can record the student absence using the relevant absence code.

Code P: Approved sporting activity

The student is participating in or attending an approved sporting activity. The activity is when supervised by a person authorised on that behalf by the Principal or Appleton Academy (as per statutory instrument 2001 No 2802).

Code V: Educational visit or trip

This is for school organised trips and visits, including residential trips. It will also be used for other trips of a strictly educational nature, which are arranged by other organisations, provided they are supervised.

Unauthorised absence

An absence is unauthorised if a student is absent without good reason, even with the support of a parent/carer.

Code G: Family Holiday (not agreed or days in excess of agreement)

If Appleton Academy does not agree absence and the student goes on holiday, absence is unauthorised (Code G). If parents/carers keep a student away for longer than was agreed, any extra time is recorded as unauthorised (Code G).

Penalty Notices may be issued:

- If parents/carers have not sought permission from the Principal before taking their child out of school for a holiday in term-time;
- If the Principal has refused the request but the absence occurs anyway;
- If a student has not returned to school by the agreed date with no satisfactory explanation and the student remains on the roll of the school. (Penalty Notices cannot be issued when a student has been removed from roll).

AND

- Where the absence has been recorded by the school as unauthorised in the attendance register on at least 10 sessions (5 school days).
- Penalty Notices will not be issued for term-time holiday with less than 5 days (10 sessions) unauthorised absence.
- Penalty Notices cannot be issued if the parents/carers are known to be out of the country.
- Penalty Notices cannot be issued against the parents/carers of children who are not of statutory school age.

Code U: Late (after registration closed)

This code will be used when a student has arrived after the close of registration with no relevant reason to code it otherwise. If a student arrives late without a valid reason Code U will be used.

Code L will be used for students who are late before registers close (but are not marked as absent). Appleton Academy will actively discourage late arrivals and will be alert to patterns of late arrival, which could provide grounds of prosecution. Registers will be kept open until 9.25am.

Code O: Unauthorised absence (not covered by any other code/description) •

Official examination and Statutory Assessment periods.

- First full half term (September – October)

- Student's/parent's/carer's/sibling's birthday •
Parent's/carer's/sibling's appointments
- Shopping •
Hair cut
- "Couldn't get up"
- Closure of a sibling's school for INSET (or other) purposes •
Long weekends
- More than 1 holiday request in each school year

Public Performances

Where a student is absent because they are taking part in a public performance, it is still Appleton Academy which decides whether to authorise the absence, even if the student is being employed under a license issued by a local authority.

Code N: No reason yet provided for absence

Appleton Academy will make every endeavour to establish the reason for a student's absence. Until a reason is obtained, the absence will be coded using code N. If no reason for absence is provided after 1 week, Code O will be recorded.

Appleton Academy will have a system in place to follow up any absences and establish the reason for them in liaison with class staff.

Repeated Unauthorised Absences

Appleton Academy will monitor and contact the parent /carers of any student who has an unauthorised absence. If a student has a repeated number of unauthorised absences, the parent/carer will be asked to visit Appleton Academy and discuss the problem. If the situation does not improve, Appleton Academy will then contact the Education Social Work support services, who will undertake a monitoring process, in order to improve the student's attendance and ensure that parents/carers understand the seriousness of the situation.

The governors, supported by the Education Social Worker, reserve the right to consider taking legal action against any parents/carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Long Term Absence

If a student's absence is likely to continue for an extended period, or be a repetitive absence, Appleton Academy will endeavour to support the student by providing activities to do at home.