



Attendance and Punctuality (Pupils)

Approved by:

Last reviewed:

Next review due by:

March 2023

March 2026

Introduction

The CE Academy places a high regard on good attendance and punctuality and is active in promoting this in partnership with parents/carers, pupils and the School Attendance Support Service (SASS formerly known as Educational Inclusion and Partnerships team). Attendance and punctuality are key factors in developing the positive attitudes towards learning and success that are important in establishing effective working routines.

Aims

- to encourage good attendance and punctuality
- Pupils are expected to achieve over 90% attendance throughout an academic year
- to support pupils and parents/carers in the achievement of good attendance and punctuality

Responsibilities

- CE Academy expects parents/carers to ensure that pupils of statutory school age receive efficient education by regular attendance.
- CE Academy works with parents/carers to ensure that their children attend school.
- Parents/carers should try to ensure that their children arrive on time.
- It is the responsibility of the CE Academy to support good attendance and to take seriously, issues which may lead to irregular attendance.
- CE Academy will notify SASS(EIP) of unauthorised absences that meet the criteria for fixed penalty notices.
- CE Academy must contact parents/carers when pupils are absent or persistently absent from school, without prior agreement.

Partnership with parents

The CE Academy welcomes opportunities to work with parents on issues that may affect attendance.

- Parents/carers are asked to contact the CE Academy if they have any concerns about attendance.
 - Parents/carers are asked to contact the Academy if their child is going to be absent, preferably before 9am.
 - Parents/carers are asked to notify the Academy in advance of any appointments that require their child to leave school early or will be absent.
 - Parents/carers have been informed that holidays during term time will not be authorised except in exceptional circumstances.
 - Where parents indicate a request for leave in exceptional circumstances the Headteacher will consider the matter.
 - Any planned absences should be discussed beforehand with the CE Academy.
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- Where tutors are concerned over the purpose or validity of an absence, this should be discussed with a member of the Senior Leadership Team (SLT).
- The Academy will follow up promptly any concerns that are passed onto us that may be affecting attendance.
- CE staff have a statutory duty to establish the welfare of all pupils absent from the Academy on a daily basis. Staff will contact parents/carers for any session a young person is absent unless prior agreement has been made.

Punctuality

- The school day starts at 9am and pupils are expected to be at school by this time at the latest.
- Whilst lateness is not encouraged we understand that unexpected circumstances arise. Pupils attendance will be acknowledged if they attend within a reasonable time period but will be marked as late.
- Key tutors will work with parents/carers to identify reasons for lateness and put in place interventions.

Authorised Absence

The CE Academy follows the Department for Education (DfE) guidelines (and codes) detailing valid reasons for authorised or justified absences:

- When a child is ill or receiving medical attention
- Days of religious observance notified in advance
- Absence due to family circumstances (e.g. bereavement, serious illness)

There are other events affecting families, some unforeseen, which will necessitate absence from school and professional discretion will be used in these cases about whether the absence can be authorised. All absences for illness should be reported to the campus. We expect absences to be kept to a minimum and routine medical and dental appointments should be arranged out of school hours wherever possible.

Unauthorised Absence

Absences will be unauthorised if:

- No reason or acceptable explanation is provided by a parent/carer
- The reason for the absence does not fall into one of the categories of authorised absence above.

Non-attendance

Progress will be monitored by SLT at the CE Academy and where necessary shared with SASS.

- If a pupil's attendance falls below 90% we will start our attendance process
- Following non-attendance the CE Academy will contact parents/carers on the first day of absence. We will attempt to call and will text/email parents if we are unable to speak directly.

- Pupils or siblings cannot authorise an absence.
- In cases of persistent non-attendance the pupil will be referred to SASS.
- If attendance is not established the pupil's place with the CE Academy may eventually be re-allocated.

Attendance process

Attendance is monitored throughout the academic year by all staff. A member of SLT will formally monitor all pupils' attendance twice every half term. Actions may arise should concerns be identified. Individual circumstances are taken in account in this process:

- Where a pupil's attendance falls below 90%, depending upon individual circumstances a letter will be sent to make parents aware. The key tutor will discuss the matter with parent/carer and pupil and try to identify reasonable interventions.
- Attendance will be reviewed after three to four weeks. Depending on any progress made a further letter will be sent to parents/carers. If there has been little or no progress a further period of monitoring will take place and the Academy will continue to support the parents/carers and seek suitable interventions.
- If progress is not being made then our Attendance Officer will arrange a formal meeting to complete a Parenting Contract.
- This will commence a period of support and monitoring that could last up to twelve weeks.
- Should no improvement be forthcoming a referral will be made to SASS(EIP). The Academy will continue to work with parents to improve attendance with the support of the Local Authority.
- Individual cases may result in legal action if parents fail to fulfil their responsibility of getting their child to school. Before a case goes to court, Parenting Contracts will be drawn up setting targets for attendance levels; SASS may wish to discuss the situation further at this point before a Penalty Notice is issued.

Action for CE Academy staff

- If a pupil does not attend staff will try to contact home that day.
- If not contacted, staff will attempt to contact the next day.
- If there is no successful contact key staff will attempt a home visit to discuss any issues.
- In cases of persistent absence a meeting is arranged to discuss issues and strategies.
- If a pupil is persistently absent this will invoke the CE Academy attendance process
- If a pupil is consistently absent CE staff will make every possible attempt to see the young person.
- If a pupil is absent for 10 working days and not been seen the CE Academy will refer to SASS as a missing person (Also see Appendix 3 for Missing from Education flowchart).

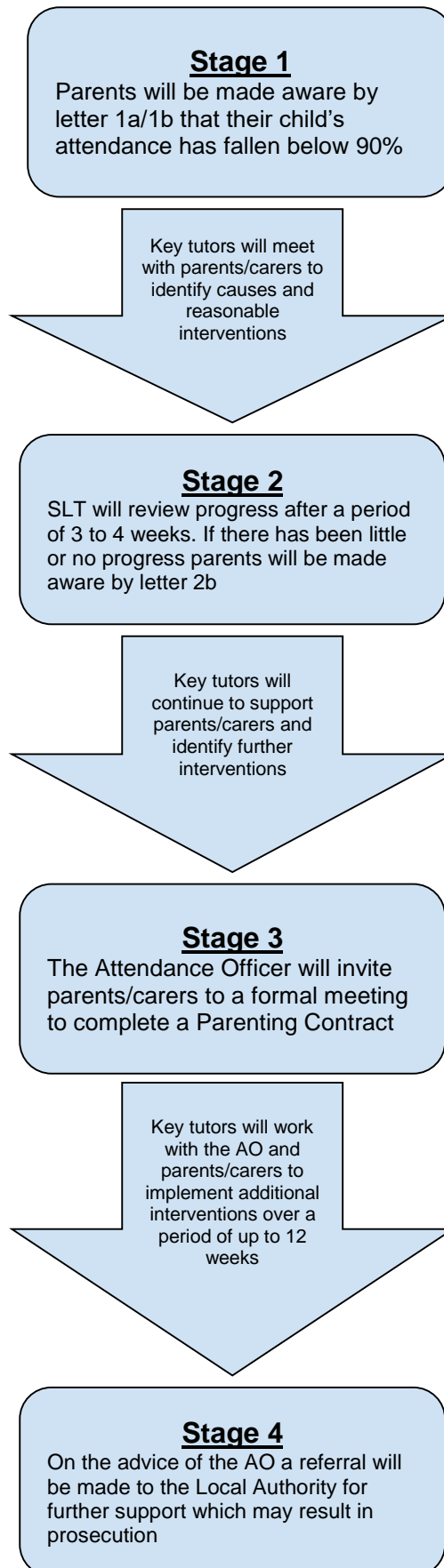
Missing from Education

- Where a pupil has not attended and we have been unable to contact parents/carers a referral will be made to the local authority to say they are missing from education.
- Staff will repeatedly attempt to contact parents/carers by phone and home visits before the referral is made.
- A missing from education referral will be made within 3 to 10 school days of the pupil not being seen, depending on individual circumstances.
- In case of a child being subject to a Child Protection Plan, the CE Academy will inform the Social Worker if the child is missing from school and no contact has been made by the end of day one.

Equality Statement

Any requests for absence will be considered by the Headteacher and will only be granted in exceptional circumstances. In making this decision due regard will be made to the Equalities legislation.

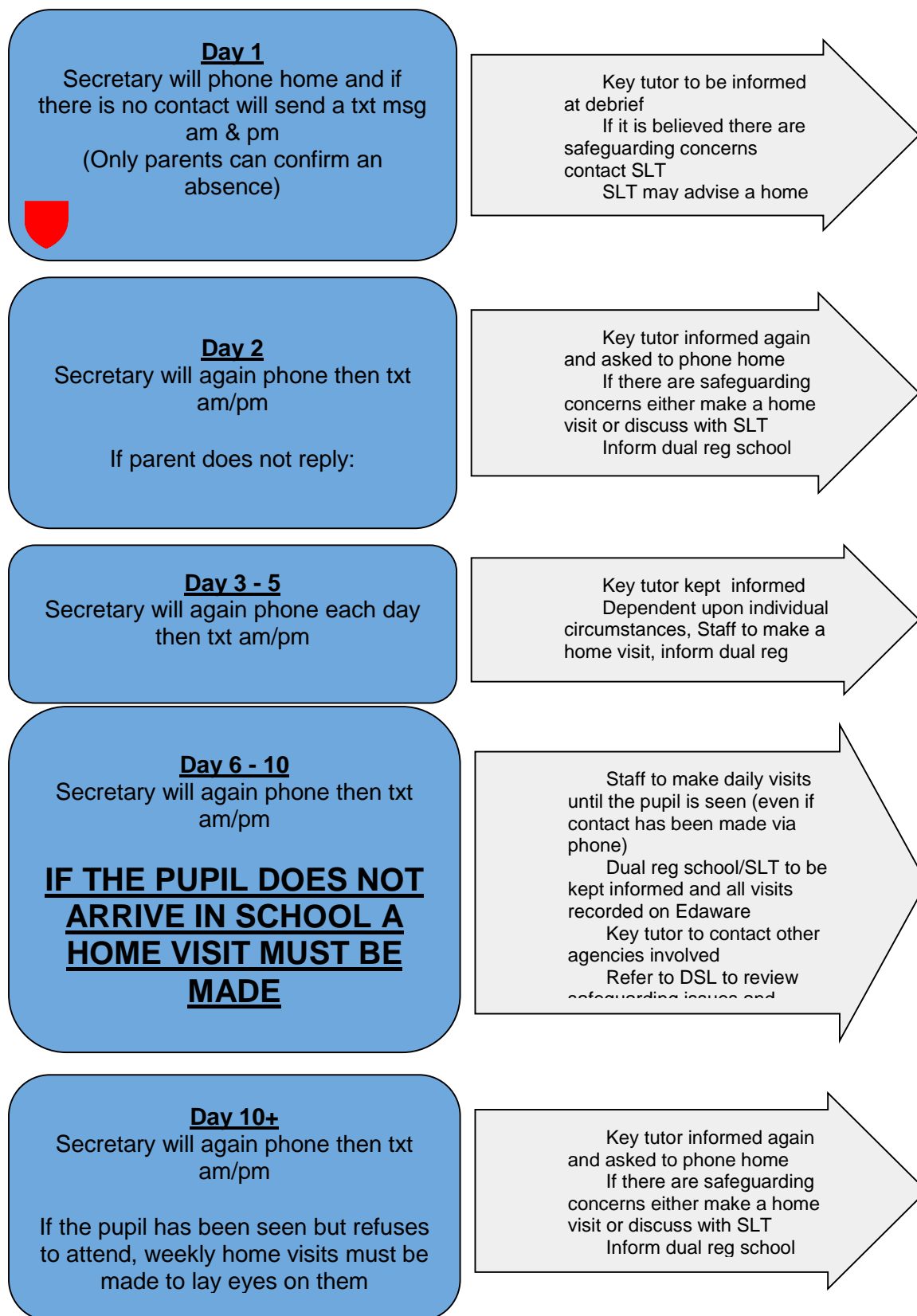
Appendix 1: Non-Attendance Process



Appendix 2 - Non Attendance Letters

- 1a** Raising concerns attendance has fallen below 90%
- 1b** Raising concerns attendance has fallen significantly below 90%
- 2a** Informing parents/carers that attendance has improved over a period of monitoring but further improvement is expected
- 2b** Raising concerns that attendance has not improved over the period of monitoring
- 3** Raising concerns that attendance has still not improved and that a referral to the Attendance Officer will be made to arrange a formal meeting.

Appendix 3 - Missing from Education Process



Policy Control Sheet

Version:	02
Approved by:	Governing Body
Date approved:	28 March 2023
Date of next review:	March 2026
Policy Owner:	Adrian Davy - SLT

Document History			
Version	Date of review	Author	Note of revisions
01	March 2020	SLT	
02	March 2023	SLT	<ul style="list-style-type: none"> • Introduction amended to make reference to SASS • Aims amended to give expected attendance target of 90% plus • Partnership updated to add clause stating “parents are asked to contact the school before 9am if their child will be absent” • Partnership updated to add clause asking parents to notify in advance of any meetings/appointments in school time. • Partnership updated to add two additional clauses regarding welfare calls to all pupils absent and following up on any concerns passed onto the Academy. • Section regarding Punctuality added • Section regarding Authorised Absence added • Section regarding Unauthorised Absence added • Non-attendance updated regarding attendance required to commence attendance process, what efforts will be made to confirm reason for absence on the day, disallowing authorisation of attendance by siblings/pupil and involvement of SASS. • Section regarding details of Attendance process added • Section added regarding Missing from Education • Clause regarding pupils subject to a CP plan under equality moved to Missing from Education. • Appendix 1 added to show flow chart of non-attendance process • Appendix 2 added to give details of letters in the attendance process • Appendix 3 added to show flowchart of Missing from Education process