



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Waddington All Saints Academy

Attendance Policy

Policy Information

Document name	Attendance Policy
Date approved	9 th March 23
Date issued	Jan 23 updated September 23
Date of review	Jan 24
Approved by	Waddington All Saints AGB

1. Aims

At Waddington All Saints Academy we are committed to meeting our obligation with regards to school attendance through our culture and ethos that values good attendance, including by:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend
- Promoting and supporting punctuality in attending lessons

2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education 2022 (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 school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2007 \(and 2013 amendments\)](#)

3. Roles and Responsibilities

3.1 Academy Trustees

Trustees are responsible for:

- Ensuring that there is a Trust wide strategy to improve attendance

Academy Governing Bodies (AGBs) are responsible for:

- Promoting the importance of good attendance across the academy's policies and through its ethos
- Making sure academy leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the academy
- Monitoring absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Authorising the Local Authority issuing of fixed-penalty notices where necessary

3.3 The Designated Senior Leader Responsible for Attendance

The designated senior leader is responsible for:

- Leading attendance across the academy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Zoe Jepson (Deputy Head teacher) and can be contacted via the academy office on 01522 820099.

3.4 The Designated Senior Leader responsible for attendance

The academy DSL is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with the Welfare Officer to tackle persistent absence

3.5 Class Teachers/Form Tutors

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the office. Completed registers need to be submitted to the office, by 9.00am for the morning session and 1.30pm for the afternoon session.

3.6 Academy Office Staff

Academy office staff will:

- Mark pupils present if they arrive in the academy through the main entrance after the gates have been secured at 8.50am.
- Record all absence details received on a day-to-day basis and log it on the academy MIS system
- Direct calls from parents to the Welfare Officer (Mrs K Dudley) in order to provide them with more detailed support on attendance

3.7 Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the academy to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when their child is expected to return
- Provide the academy with more than 1 emergency contact number for their child and update accordingly
- Ensure that, where possible, appointments for their child are made outside of the academy day

3.8 Pupils

Pupils are expected to:

- Attend every day on time

3.9 The Local Authority

The Local Authority is legally obliged to:

- Provide a strategic approach to improving attendance and ensure that it is a key focus of all frontline services
- Provide access to the School Support Team
- Enable opportunities to share effective practice
- Work with academies to issue legal interventions

4. Recording Attendance

4.1 Attendance Register

At Waddington All Saints Academy, we keep an attendance register of all pupils on the academy roll.

We will take our attendance register at the start of the first session of each day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry

- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

DfE attendance codes can be found in appendix 1.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The school day at Waddington All Saints Academy starts at 8.45am. Pupils must arrive between 8.45am and 8.50am every day.

The register for the first session will be taken at **8.50am** and will be kept open by the office until **9.00am**. The register for the second session will be taken at **1.20pm** and will be kept open by the office until **1.30pm**.

4.2 Unplanned Absence

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by **9.00am** or as soon as practically possible by calling the Academy office on 01522 820099.

We will mark absence due to illness as authorised unless Waddington All Saints Academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, Waddington All Saints Academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

In line with government guidelines, there are absences that we are unable to authorise.

Absence is not allowed for holidays, forgetting school dates, oversleeping, a family member or sibling being ill or a birthday. A car breakdown, for example, would only be partially authorised to allow for alternative transport to be arranged.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment.

Parents must contact the academy office in advance, to notify them of a medical or dental appointment and provide appointment cards/letters if possible. Children should attend school before or after the appointment, they should not miss a whole school day. The academy will only authorise

the time for the appointment and travel time. In addition, children cannot be collected between 3.05pm and 3.20pm as admin staff have to man the office at this time.

The pupil's parent/carer must also apply for any other type of term-time absence as far in advance as possible of the date or dates of the requested absence.

4.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed, will be marked as late, using the appropriate code 'L'
- After the register has closed will be marked as absent, using the appropriate code 'U' which signifies that the pupil arrived after the official closing of the register and denotes an unauthorised absence. Children arriving late, within the registration period should report to the main reception and then go straight to their class.
- Children arriving after the registration period should report to the main reception giving the reason for lateness; this information is then recorded on SIMs.
- All staff are proactive in noticing repeated lateness. Concerns will be logged on 'Myconcern' and then the pastoral team will follow this up with the child and family to identify how we can support further.
- Unauthorised and persistent lateness may result in a referral to the Lincolnshire Inclusion and Attendance Team. A penalty notice may be issued.

4.5 Following up Unexplained Absence

Where any pupil we expect to attend does not attend, or stops attending without reason, the academy will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, a text message will be sent to ask the parent/carer to contact the office so that we are able to carry out a safe and well check. If no contact can be made, a home visit by the Welfare Officer will be considered or the academy may contact the police.
- Identify whether the absence is approved or not
- Identify the correct absence code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving the School Attendance Support Team and or other frontline services.

4.6 Reporting to Parents/Carers

The academy will regularly inform parents about their child's attendance and absence levels via half-termly written reports.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-time Absence

Only exceptional circumstances warrant a leave of absence. Waddington All Saints academy will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the

Headteacher to determine the length of the time the pupil can be away from school. As Headteachers should only grant leaves of absence in exceptional circumstances leave of absence is not granted for the purposes of a family holiday chosen to be taken during term time.

A 'leave of absence' request form should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form (Appendix 3), accessible via the academy office. The Headteacher may require evidence to support any request for leave of absence.

Some valid reasons for authorised leave may include:

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Military Covenant consideration: Where leave has not been possible for consecutive school holidays, in excess of a six month period due to deployment, up to 5 days authorised leave would be considered within a two-year period. Consideration against Military Covenant will only take place if the leave would not reduce pupil attendance below 95% and upon receipt of a letter from OC Base Waddington confirming that no leave has been possible in over six months due to deployment.

5.2 Pupils with Medical Conditions or Special Educational Needs and Disabilities

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 school age and who
- are permanently resident in the local authority and
- who are not in school 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: disabilities, physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required, including details of the health problem, how long the condition is expected to last, 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.

5.3 Children Missing Education (CME)

The academy recognises that early intervention is necessary to identify the existence of any underlying safeguarding risk, and to help prevent the risks of a child going missing in education. The academy will:

- Follow absence procedures
- Make a referral to CME if information is obtained that the family have moved out of area, with no forwarding school/academy
- Make a referral to CME if a pupil has not returned after 10 days and there has been no contact with the family, despite efforts made by the academy
- Work closely with the Children Missing Education (CME) Officer to identify a pupil's current whereabouts/destination
- Agree with CME an appropriate time and category to remove the child from the academy roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Contact the Local Authority via CME after 20 school days of absence, to discuss whether to remove a pupil from the academy roll. The final decision about removal from the academy roll remains with the Headteacher.
- The academy will create a 'lost pupil' record on the national Lost Pupil's Database School to School (s2s) to assist future schools and Children Missing from Education Officers to identify and locate children

5.4 Legal Sanctions

The academy can refer parents to the local authority where they do not ensure that children attend school. Parents can be fined for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, via a fixed penalty notice (FPN), each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice may take into account:

- The overall attendance of the pupil (below 96% will not be approved).
- The 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 school hours without a justifiable reason

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

6. Strategies for Promoting Attendance

- Good Citizen and Role Model, bronze, silver and gold awards rely upon high attendance to be successful.
- Ensure that any welfare and well-being issues that might affect attendance are addressed effectively.
- Promote a culture of high attendance and success within learning.
- Maintain a highly engaging curriculum that engenders a love of learning.

7. Attendance Monitoring

All pupils' attendance is monitored daily and every half term 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% attendances, 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, these pupils' attendance will be very closely monitored by the academy, parents will be invited in to attend an EHA attendance meeting. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set. The academy Welfare Officer will proactively support the family to overcome the barriers identified. If there are no improvements within the timescales agreed at the meeting then contact will be made with the Lincolnshire Inclusion and Attendance Team and the school would consider instigating Legal Action. Parents will be informed by letter that this is to happen.

7.1 Monitoring Attendance

The academy will:

- Monitor attendance and absence data trends on a half-termly, termly and yearly basis in relation to whole cohorts and distinct pupil groups
- Monitor individual pupil attendance, absence and punctuality on a daily and weekly basis
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing Attendance

The academy will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using Data to Improve Attendance

The academy will:

- Provide regular attendance reports to class teachers and other academy leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement
- Provide access to wider support services to remove the barriers to attendance
- Use all available legal means at the academy's disposal to challenge situations where there is severe and persistent absence

8. Policy Review

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum once per year by Zoe Jepson (Deputy Headteacher). At every review, the policy will be approved by the AGB.

9. Links with Other Policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Equality policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

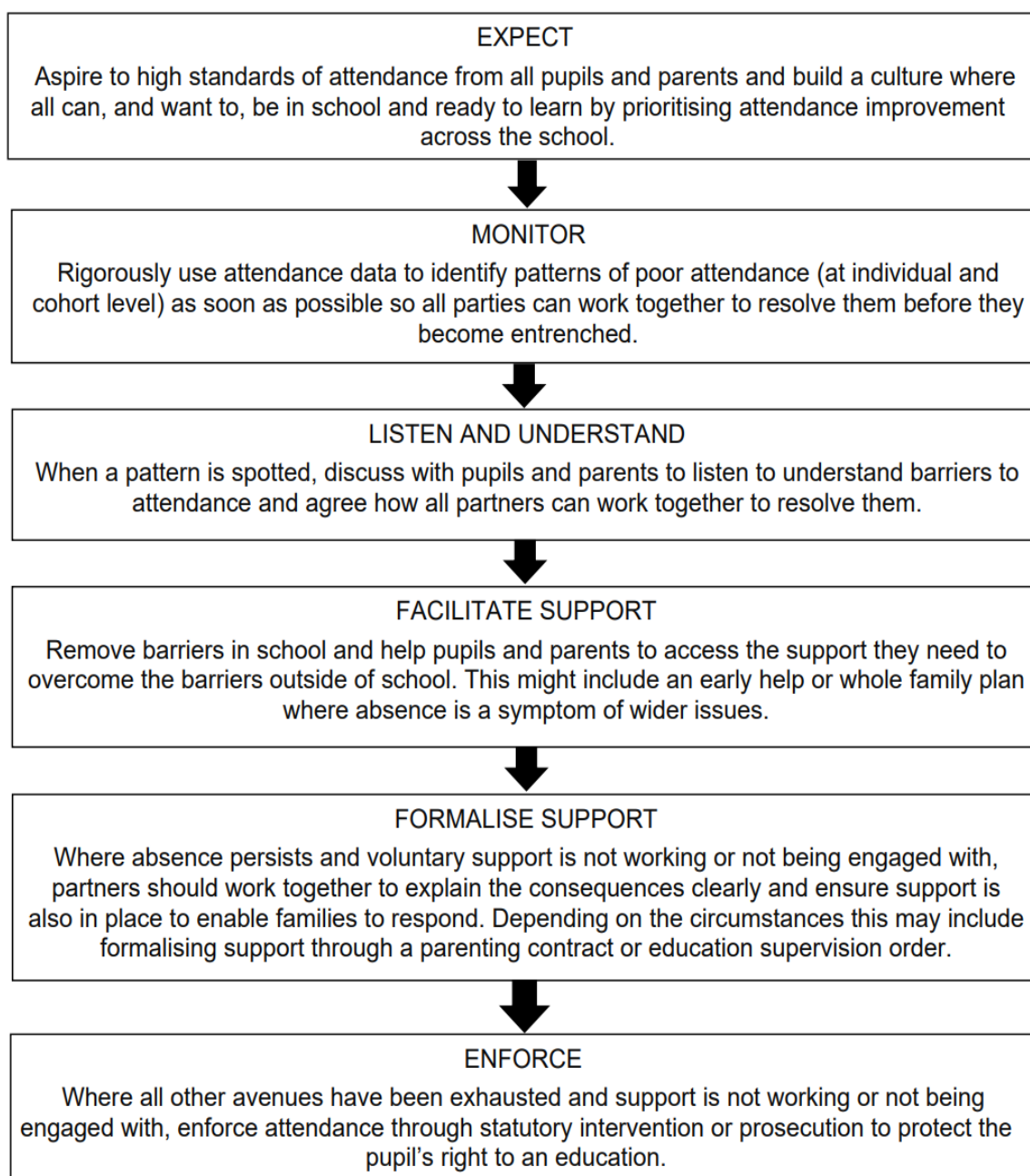
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2:

Flow chart of promoting good attendance



Appendix 3:



Leave of absence
request form.docx

WADDINGTON ALL SAINTS ACADEMY LEAVE OF ABSENCE REQUEST (Model)

Name of Pupil:.....
Date of Birth:..... Form:.....

Dates of proposed absence: From:..... To:.....
Total days requested:.....

Parent/Carer full name:..... Date of Birth:.....
Parent/Carer full name:..... Date of Birth:.....
Address:.....
.....
Signature of Parent/Carer..... Date:.....
Signature of Parent/Carer..... Date:.....

Parents or carers who take their children on holiday without permission risk a fixed penalty notice of up to £120 (per parent, per child) if paid within 28 days. This amount can be reduced to £60 if paid within 21 days.

Reason for leave of absence:.....
.....
.....

For office use only:

Attendance (current academic year):..... (previous academic year):.....
Parent/Carer(s) informed by letter? Yes/No Date:.....
Authorised: Yes/No Headteacher:..... Date:.....