



BREWOD & WHEATON ASTON FEDERATION POLICY STATEMENT

ATTENDANCE

Policy based on Staffordshire County Council Model Policy May 2015

*We value and cherish every member of our community and celebrate their uniqueness.
Our values led curriculum promotes a love of life and learning inspiring every individual to be a respectful, resilient, and
faithful global citizen.*

*"Let all that you do be done in love."
1 Corinthians 16:14*

Respect, Faith, Resilience

*We love and value each member of the St. Mary's family as precious individuals. Our outward-looking curriculum enables
everyone to embrace life in all its fullness while celebrating the everyday and the unique. Through our Christian values of
belief, respect and friendship we:*

*'Shine as a Light in the World'.
Matthew 5:16*

Belief, Respect, Friendship

Statement:

At the Brewood and Wheaton Aston Federation, we actively promote regular Academy attendance in order to maximise opportunities for each pupil to realise their full potential.

Principles:

- Regular Academy attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole Academy community.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, well-being, and support for children with medical needs.
- All children should be in the Academy, on time, every day that it is open unless the reason for absence is unavoidable

Academy Responsibilities:

- We will promote positive behaviour and attendance through our use of curriculum and learning materials and will recognise good attendance appropriately.
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the Academy such as the School Nurse, representatives of the Local Support Team or VIP, where required, in order to ensure

all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.

- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

Parents or Carers Responsibilities:

Parents or carers have a legal duty to ensure that their children of compulsory school age attend the Academy regularly. For any attendance related concerns, please contact our School's Senior Attendance Champion Mrs S Cornes on telephone number 01902 850266 and Mrs H Preston at St Mary's CE First Academy on 01785 840314 or the Education Welfare Officer from VIP Education, their telephone number is available from the school office.

Parents or carers must ensure:

- They inform the Academy straight away if their child cannot attend and give the reason.
- They make medical, dental or other appointments outside the Academy day
- The Academy is aware of any circumstances at home that may be likely to affect their attendance
- Good routines are encouraged at home which promote a healthy lifestyle including enough sleep
- To encourage their child to be on time and ready to learn.
- Talk to their child about the Academy and let us know if their child is worried about any issues such as difficulties with homework or friendship problems.
- They do not book holidays in term time.
- The Academy has all parent / carer up to date contact details. There must be a minimum of 2 contacts for each child.
- Encourage their child to enjoy the Academy and make the most of all the opportunities available to them.

The importance of good attendance and its link to attainment:

How does attendance affect attainment?

Beyond immediate academic gains, regular attendance significantly contributes to long-term educational attainment. The DfE's studies indicate that pupils who consistently attend school are more likely to pursue higher education and ultimately secure better employment opportunities.14 Feb 2024

Department of Education). The research is based on data from all Academies in England going back several years.

- The results are very clear - missing even small amounts of time from school can have a significant effect on achievement.
- Analysis of Academy performance data has shown that pupils missing up to just 14 days in Key Stage 2 (normally age 11) are a quarter less likely to achieve ARE (Age Related Expectations) or above in reading, writing or maths tests than those with no absence.

Admissions Register:

- All Academies keep an admission register which records the date that each child joined the Academy and their personal details including those of their parents and of their previous school.
- All Academies / schools keep attendance registers for at least 3 years.
- All Academies / schools inform the local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they;

- Have been taken out of school by their parents and are being educated outside the Academy / school system e.g. home education (see below on home educated children);
- Have ceased to attend the Academy and no longer live within reasonable distance of the Academy at which they are registered;
- Have a medical condition certified by the Local Authority medical officer that the pupil is unlikely to be in a fit state of health to attend the Academy;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the Academy at the end of that period;

or,

- Have been permanently excluded.

Elective Home Education:

If the Academy receives written notification from parents that they wish to home educate their child then we will inform the Local Authority of the decision to remove the child's name from the admissions register.

Whilst the Academy will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this - particularly as a way of avoiding exclusion or due to a poor attendance record.

The Attendance Register

The attendance register is taken twice a day, the marks then show whether the pupil is present, engaged on an approved educational activity off-site, or absent.

If a pupil of compulsory Academy age is absent every half-day absence from the Academy has to be classified by the Academy, as either **AUTHORISED** or **UNAUTHORISED**. Only the Academy can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.

- Authorised absences are mornings or afternoons away from the Academy for a good reason i.e. illness or other unavoidable causes.
- Unauthorised absences are those which the Academy does not consider reasonable in line with the new Department of Education guidance August 2024.

All registers close 30 minutes after registers are opened.

St Mary's CE First Academy

- **In the event of illness, parents are asked to contact the Academy by phone, using the dedicated absence line option on a daily basis option 1.**
- Parents are asked to ensure their children are punctual for the Academy. Children should arrive in the Academy playground at 8.40am at the earliest and 8.50am at the latest to ensure they are in class for registration. Registration opens at 8:55am.
- Arrivals after 8.55am are logged on the pupil database. Any pupil arriving to registration after 8:55am will be marked "late", until 9.25am, after this time they will be marked with a "late after registration closed". Entries are checked termly and where lateness is a regular occurrence, staged letters will be issued and/or discussions with parents.
- In the event of illness, parents are asked to contact the Academy office by 9am by telephoning 01785 840314 on a daily basis.

Brewood CE Middle Academy Procedures

The Academy applies the following procedures in deciding how to deal with individual absences:

- In the event of illness, parents are asked to contact the Academy by phone, using the dedicated absence line option on a daily basis option 1.
- If the Academy has not received notification of absence the Academy Attendance team will make every effort to contact parents by phone and email on any day a registered pupil of compulsory school age is absent without explanation. By contacting the parent, the Academy also ensures that the parent is aware their child is not in the Academy enabling the parent where necessary to establish their child is safe. If the Academy is unable to make contact to establish this, a home visit may be made after this due process has been followed.

- Parents are asked to ensure their children are punctual for the Academy to ensure they are in class for registration at 8.45am Pupils must be on site by 8.40am
- Any pupil arriving to registration after 8.55am will be marked "late", until 9.25am, after this time they will be marked with a "late after registration closed". Late entries are checked weekly and where lateness is a regular occurrence, a letter will be emailed home, requesting parental support.
- The only exception to this is if a child has had to attend a doctor or dental appointment, in which case M is entered into the register. Both Academies require evidence of medical appointments.

Children Missing in Education

Schools have a duty by law to refer any absence of 20 days or more to Staffordshire Local Authority. Children Missing in Education department where they have been unable to establish contact with the parent/pupil or have general concerns about the absence.

To avoid any referrals, parents are requested to inform the school if they are moving house/area or country and to provide a forwarding address, contact number and the name of the new school if known.

With effect from 19th August 2024 both Academies have adopted the following processes in respect of issuing Penalty Notices.

Requests for leave of absence

Requests for leave of absence for a holiday should be made in writing and addressed for the attention of the Executive Principal or Head of Academy no less than two weeks before the start of the requested period of leave.

Amendments to the Education Regulations 2006 make it clear that head teachers should only grant a leave of absence during term time if there are exceptional circumstances to justify this.

Where a child does not reside with both parents, it is the responsibility of the parent making the request to inform the other parent. The school will send a letter to the parent making the request informing them if the absence will be authorised or unauthorised.

If a request for leave has not been received and we have reason to believe a pupil is on holiday, a home visit may be completed by VIP Education and a letter will be sent to parents requesting medical evidence for the absence. If no medical evidence can be provided, the absence may be recoded as unauthorised, and a penalty notice request sent to the Local Authority.

Penalty Notices

Brewood CE Middle and St Mary's CE First both follow the Staffordshire County Council Code of Conduct for issuing Penalty notices.

Penalty Notices for School Absence from 19th August 2024

The National Framework introduces consistency in the use of Penalty Notices across England by introducing a

national threshold at which they are considered. The framework increases the amount of the Penalty Notice and introduces a national limit of 2 Penalty Notices within a 3-year rolling period to break cycles of repeat offending. In line with the guidance, Staffordshire Local Authority will prioritise the 'support first' approach expecting that support will have been offered to families in cases where it is appropriate. However, Penalty Notices can be issued without a Notice to Improve in cases where support is not appropriate (such as leave of absence in term time) or when support has not been engaged with. Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

- First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.
- Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.
- Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

Leave of Absence (Holidays) Penalty Notices can be requested by schools for leave of absence in term time for 5 or more days. This can be consecutive absence, or non- consecutive. In line with the National Framework, the Local Authority retains the discretion to issue a Penalty Notice before the threshold is met. For example, when parents/carers are deliberately avoiding the national threshold by taking multiple term time holidays below threshold, or for repeated absence for birthdays or other family events, or a combination of non-attendance due to leave of absence and unauthorised absence.

Unauthorised Absence Penalty Notices can be requested by schools when there have been 10 sessions of unauthorised absence in a 10-week period. In these circumstances a Notice to Improve may be sent by the Local Authority on behalf of the school, this will stipulate the support that has already been implemented and the ongoing support that is available to the parent and child to improve school attendance. The Notice to Improve will also detail the expected improvements that must be made over a set time frame to prevent the Penalty Notice being issued. Further information on the National Framework can be found within Working Together to Improve Attendance 2024. The National Framework comes into effect from 19th August 2024. [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1000000/Working_together_to_improve_school_attendance.pdf)

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. Brewood C of E Middle Academy will notify the parents of the days the pupil must not be present in a public place. This type of penalty notice is not included in the National Framework and therefore not subject to the same considerations about support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance.

A session is equivalent to half a day in school.

Leave may be granted for an approved public performance and for absence following the death of a close member of the child's family. These must be confirmed by the Head of School or Executive Principal.

Late arrival at the Academy causes many problems within the Academy including:

- disruption to learning, the Academy office, the teacher and the rest of the class;
- teaching students that being on time is not important and therefore, setting a bad example;

- anxiety, students need routines to feel safe and secure;
- missing crucial learning objectives explained at the beginning of the lesson.

The only exception to this is if a child has had to attend a doctor or dental appointment, in which case **M** is entered in to the register.

Regular and punctual attendance at the Academy is both a legal requirement and essential for pupils to maximise their educational opportunities. In recognition of this, the law makes it an offence for a parent or carer to fail to secure the regular attendance of their child at an Academy or school at which the child is a registered pupil, without good reason or the agreement of the Academy.

All Academies will follow up individual pupils and analyse attendance data to identify trends for individual pupils' enabling the Academy to target efforts when necessary. Wherever possible, action will be taken by the Academy to improve a pupil's attendance, to investigate, and address any underlying cause of problems before considering whether to make a referral to the Local Authority as our attendance is regularly monitored through them.

Attendance information is also sent to parents on a termly basis, included in the pupil reports or in letters: Children with very good attendance (96% and above) receive a green letter of congratulations, Children with attendance between 90%-95% are sent an amber letter outlining the negative impact this level of attendance can have on attainment. If attendance is below 90% which is classed as persistent absence, a red letter is sent out and a referral to VIP will be made by the Academy. Following investigation, any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444. (See above)

Definition of persistent absence:

Persistent absentees are defined as those pupils missing around 10% or more of the typical amount of possible sessions across a given period. Data is collected by Staffordshire County Council and the Department of Education for monitoring.

Staff responsible for attendance matters:

	Administration	Class teacher	Leadership
St Mary's CE First Academy	Admin Officer	Yes	Senior Leadership Team - weekly review ECM Team
Brewood CE Middle Academy	Admin Officer	Yes	Senior Leadership Team - weekly review ECM Team

Summary:

The Academies have a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend the Academy whenever possible. Academy staff are committed to working with parents to ensure as high a level of attendance as possible is achieved.

Legal Framework:

- The Education Act 1996 ;
- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013
- The Education (Academy Day and Academy Year) (England) Regulations 1999;
- The Education Act 2002; and The Changing of Academy Session Times (England) (Revocation) Regulations 2011. ;

- Crime and Disorder Act 1998;
- The Anti-social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006.
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008.
- The Equality Act 2010

- Working together to improve school attendance 2025

This policy will be reviewed annually

available upon request at either Academy.

All of the above guidance information is

L. Dyer 13.1.20

