

Attendance Policy & Attendance Management Procedures

Nottingham Academy



	Primary	Secondary
Senior Attendance Champions	Mrs J French jfrench@nottinghamacademy.org	Ms N Brown nbrown@nottinghamacademy.org
Attendance Officers	Mrs R Hayes 07736194791 01157483385 Opt 1	Mrs K Winfield Mrs M Bradshaw attendance@nottinghamacademy.org

Approved by: Jo French and Nicky Brown

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Attendance and punctuality expectations

Regular and punctual attendance is essential to effective learning. When pupils/students are not in school they are deprived of the educational opportunities which the Academy provides and they are at greater risk of becoming socially excluded and disadvantaged. The Academy has a whole-school culture relating to the importance of attendance and provides a welcoming and caring environment where all members of the Academy feel secure and valued.

The Academy is committed to working with parents/carers, pupils/students and external agencies to identify, minimise and ultimately eliminate barriers to ensure that good attendance and punctuality is achieved by all.

Legal and statutory requirements

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

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Our work on attendance is linked closely to our approaches to safeguarding and behaviour.

Attendance procedures

Absence management procedures

If your child is unable to attend school due to illness or unavoidable circumstances, please contact the school on each day of absence by:

Primary	Call the office on 0115 7453385 or 07736194791 before 9am.
Secondary	Call the office on 0115 7483380 opt 1 or email attendance@nottinghamacademy.org

- It is the parents' responsibility to contact the school on every day that their child is absent. This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts is known.
- Parents should regularly update the school and inform the school when their child is returning.
- If the authenticity of the illness is in doubt or the child is a persistent absentee, the school may ask parents to provide medical evidence, such as a doctor's note, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If Nottingham Academy is not satisfied about the authenticity of an illness, the absence will be recorded as unauthorised and parents will be notified of this.
- If Nottingham Academy has not been notified of the reason for absence the Attendance Officer will make contact by either text or phone call
- Nottingham Academy will make a home visit after three days of not being able to make contact, or sooner if deemed at risk or vulnerable. They may also leave a card to inform the parents that they have made a home visit and require information as to why the child has been absent.

- The attendance officers will inform the safeguarding team, or other external agencies if there are any safeguarding concerns raised with the continued absence.
- Nottingham Academy has a statutory responsibility to inform the Local Authority when a child has not attended for 10 school days.
- The reasons for absence will be recorded on SIMS Lesson Monitor as either an authorised or unauthorised absence.

Unauthorised and authorised

The principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the principal's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as a significant event which may lead to the absence of the child.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with the leave of absence request for which is accessible from the school office. Evidence may be required to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical appointments:
 - Genuine illness unless your child is classed as a Persistent Absentee
 - A medical appointment that could not be made outside of school hours
 - Being in the hospital or having hospital treatment
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Attending an interview for a job or a place at a college
- Taking part in an off-site examination
- 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

The Principal will **not authorise absence** for any of the following reasons:

- Term-time holidays (including visiting family abroad)
- Study leave
- Trivial illness
- Looking after the house or waiting for workmen/deliveries etc
- Looking after brothers or sisters, including dropping them off at school or nursery
- Helping with housework or a family business
- Being unhappy or not getting on with others at school
- Being up late the night before, including for family problem

This is not an extensive list.

Medical and Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Evidence of the appointment should be provided.

Please collect a form from the office and complete it at least 10 school days in advance (where possible).

Parents should make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Leave of absence

The Department for Education guidance states that holidays and other leave of absence should not be taken during term time unless there are exceptional circumstances.

The principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the principal's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as a significant event which may lead to the absence of the child.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Leave of absence applications must be made in writing using the appropriate form at least twelve (12) days before the intended leave using the appropriate form. Supporting evidence should be provided at the time of the request.

Attendance registers

By law Nottingham Academy is required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- a. Present
- b. Attending an approved off-site educational activity
- c. Absent
- d. Unable to attend due to exceptional circumstances

	Morning Attendance Register	Afternoon Attendance Register
Primary	<u>EYFS and KS1 (Reception, Y1 & Y2)</u> Opens at 8.45am Closes at 9.15am <u>KS2 (Y3 to Y6)</u> Opens at 8.50am Closes at 9.20am	<u>EYFS & Y1</u> Opens at 12.30pm Closes at 1pm <u>Y2, Y4 & Y6</u> Opens at 1.00pm Closes at 1.30pm <u>Y3 & Y5</u> Opens at 2.00pm Closes at 2.30pm
Secondary	Taken during period 1 Opens at 8:35am Closes at 9:05am	Taken during period 4 Opens at 12 noon Closes at 12:30pm

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- A student who arrives late should ensure they sign in at reception to receive a late mark,
- After the register has closed will be marked as absent and the student will receive a U code. A U code is an unauthorised session absence.
- Secondary phase students who arrive late without a signed note from a parent, with a valid reason will be issued a 30-minute after school detention to be served on the same school day.

In the secondary phase, registers are also taken in the first 5 minutes of every lesson.

Managing and Promoting good attendance

The attendance officers monitor pupil absence on a daily basis.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee and will have missed at least 19 days of school over the academic year.

If a student's absence shows patterns of absence which are unusual or includes unauthorised absences we will contact the parents to discuss the reasons for this.

How we monitor attendance

Monitoring attendance

The academy will:

- o Monitor attendance and absence data weekly, half-termly, termly and annually across the academy and at an individual pupil level
- o Identify whether or not there are particular groups of children whose absences may be a cause for concern
- o Initiate meetings with parents who may need more support in ensuring their child attends school regularly.
- o Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- o

Pupil-level absence data will be collected each term by the trust and DfE and published at national and local authority level through the DfE's school absence national statistics releases. The academy will compare attendance data to the trust and national average.

Using data to improve attendance

The academy will:

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

At the Nottingham Academy we work diligently to help students attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.

% Attendance	Days missed over the academic year	Impact on learning
95% and above	0-9 days missed	Children are accessing all or most learning opportunities
93-95%	10-14 days missed	Some learning opportunities are being missed
91-92%	15-18 days missed	Risk of underachievement
90% and below	19 days missed	Persistent Absentee High risk of underachievement

Nottingham Academy recognises that some young people face challenging barriers that might impact their ability to attend school regularly. We work closely with families and outside agencies to provide additional support to mitigate these barriers.

Support will be given on a tiered approach:

	Primary phase	Secondary phase
Good Attendance	Inclusion in termly attendance incentives Attendance recognition certificates and prizes	Inclusion in termly attendance incentives Attendance recognition certificates and prizes
Tier 1: Early Intervention	When students reach 4 days absence, contact will be made with parents to discuss potential barriers to school attendance (Attendance Leader).	Students and parents will be notified by text message when students have 2 or more days of unauthorised absence. Tutors will complete an early help assessment of needs to identify causes of unauthorised absence
Tier 2: Cause for concern	Letter to be sent to parents where the child has accrued 8 days absence. Invite to attend meeting to discuss barriers and actions to improve attendance (Attendance Leader/Class Teacher/Member of pastoral team/SLT). Early Help assessment considered.	Letter 1 will be sent to parents of students who have received 4 days of unauthorised absence. The Student Care Team will develop an attendance improvement plan with student and parent to provide support and set targets for students.
Tier 3: Risk of becoming a Persistent absentee	12 days absence – could result in continued monitoring and work with school. Targeted Support meeting with the Local Authority Education Welfare Service Referral to Education Welfare Service in targeted support meetings. Early Help assessment considered.	Letter 2 will be sent to parents of students where attendance has not improved after 4 weeks. Attendance Champion will discuss this absence weekly with Attendance Officers Attendance officers will develop an Attendance Support Plan with the student and parent for to identify barriers and offer further support. Targeted Support meeting will take place with the Local Authority Education Welfare Service and a referral for further support from the Education Welfare Service may be appropriate.
Tier 4: Persistent Absentee	Persistent Absentee letter to be sent to parents of students who have been classed as active persistent absentees. A request for service will to the Local Authority Education Welfare Service will be considered. The Local Authority may: <ul style="list-style-type: none"> Put formal support in place in the form of an attendance contract or an education supervision order. Issue a Notice to Improve and/or penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour. Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance). Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support. 	Persistent Absentee letter will be sent to parents of students who have been classed as active persistent absentees. A request for service will to the Local Authority Education Welfare Service will be considered. The Local Authority may: <ul style="list-style-type: none"> Put formal support in place in the form of an attendance contract or an education supervision order. Issue a Notice to Improve and/or penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour. Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance). Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school (19 days over the academic year), and severe absence is where a pupil misses 50% or more of school (95 days over the academic year)

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 school (and/or local authority) considers to be vulnerable, at risk of or persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Carry out home visits and support parents to remove barriers to attendance

Nottingham Academy are also required to provide the Local Authority with:

- The names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded as unauthorised
- The full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

The Academy seeks to always work in partnership with parents to overcome complex barriers to attendance. This will involve the identification of a key worker (who ideally will be a member of staff who has an established relationship with the family). In addition to regular meetings to discuss actions and review progress, the following actions will also be considered:

- ✓ Pastoral referral
- ✓ Referral to external agencies (MHST, CAMHs, Supporting Families)
- ✓ Local authority services

Pupils absent due to mental or physical ill health or SEND

Where a pupil is encountering difficulties due to mental or physical ill-health or SEND, the Academy, namely the SENCo and/or members of SLT will work with families, health care professionals, LA bodies and any other relevant external agencies to ensure that a supportive and coherent plan can be devised so that the pupil's learning can continue (where this is appropriate) and which also facilitates a graduated return to school. This plan will be reviewed and updated regularly so that any additional barriers can be addressed and to ensure that the school is continuing to support the pupil in the most appropriate way.

Pupils returning to school after a lengthy or unavoidable period of absence

Prior to returning to school, a re-integration plan will be devised which will take into account any challenges that may be encountered by the pupil. Consideration will be given to organisational aspects (routines/logistics, physical adaptations), social interactions, learning needs and potential fatigue. The plan will be devised with the pupil, family, members of school staff and any other agencies involved. The duration of the re-integration plan and its scope will depend on the individual circumstances. Additional pastoral support may also be needed. Regular reviews will be scheduled so that any amendments can be made.

Reporting to parents/carers

The academy will regularly inform parents about their child's attendance and absence levels via termly written reports. Attendance figures are also presented to parents and carers at Parents' Evenings. Any children that are persistently or severely absent will receive letters at the end of each half-term to update parents on their child's current attendance.

Education Supervision Orders and Penalty Notices

Where a voluntary early help plan, or formal attendance contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution. In deciding whether to progress to an ESO, the school and local authority should have exhausted voluntary support and be clear that making the order would be beneficial for the pupil and parent. In all cases, local authorities must fully consider using an ESO before moving forward to prosecution. The order will usually last for one year.

Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

Penalty Notices

Per Parent, Per Child	First Offence
Penalty Notice fines will now be issued to each parent, for each child that was absent. <u>For example:</u> 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.	The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be: £160 per parent, per child if paid within 28 days Reduced to £80 per parent, per child if paid within 21 days
5 consecutive days of term time leave	
Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.	
10 sessions of unauthorised absence in a 10-week period	
Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period	

**Second Offence
(Within 3 years)**

The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

Children Missing in Education

Where a pupil has not returned to school after an authorised absence or is absent from school without authorisation and the school have failed, after making reasonable enquiries, to establish the whereabouts of the child or the child has not been enrolled at another school, a Child Missing in Education referral will be made to the Local Authority. Nottingham Academy can legally remove your child from the school roll after 20 days of unauthorised absence.

Further information:

- [Department of Education Child Missing in Education guidance](#)
- [Nottingham City Council Child Missing in Education guidance](#)

Links with other policies and procedures

This policy links to the following:

- 1) [Nottingham Academy Primary site specific safeguarding policy](#)
- 2) [Nottingham Academy Secondary site specific safeguarding policy](#)
- 3) [Working together to improve school attendance \(DfE\)](#)
- 4) [Supporting pupils with medical conditions at school](#)
- 5) [Education for pupils with health needs who cannot attend school](#)