Attendance Policy

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1 Aims

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 Educational Inclusion and Partnership teams. Attendance and punctuality are key factors in developing the positive attitudes towards learning and success that are important in establishing effective working routines.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Pupils are expected to achieve over 90% attendance throughout an academic year
- Promoting good attendance and the benefits of 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 make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2 Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3 Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

The CE Academy has a Governing Body currently consisting of 3 governors, who oversee attendance data at regular meetings throughout the academic year.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Designated Senior Leader responsible for attendance to be able to do so.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices.

The designated senior leader responsible for attendance is Claire Smith who can be contacted via csmith@ce-academy.org /07483 912 258.

3.4 The attendance officer

The school attendance officer 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 school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher.

The Attendance and Safeguarding Officers are:

- Eloise Matthews who can be contacted at ematthews@ce-academy.org and
- Keeley Moth who can be contacted at kmoth@ce-academy.org

3.5 Campus Administrators

Campus Administrators will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Complete an electronic attendance register for each session.
- Seek advice from SLT and the Attendance Lead over correct codes to use if in doubt
- Calls from pupils/siblings are welcome but are not sufficient for recording reasons for absence. Administrators will follow up such information with parents.
- Refer parents/carers and pupils to the Attendance Officer or member of SLT where appropriate, in order to provide them with more detailed support on attendance where required.
- Make daily welfare calls to all parents of absent pupils including authorised and unauthorised absences.
- Support and advise parents when enquiring about a students' late arrival or whereabouts.
- Identify pupils who are regularly late for school; raise this with Key Tutors and ask them to discuss reasons for lateness with pupils and parents.

3.6 Campus Coordinators

Campus Coordinators will:

- Follow up all unauthorised absences for which Campus Administrators have been unable to contact parents and inform them of reasons provided.
- Regularly monitor the attendance of pupils at their campus by meeting bi-weekly with Campus Administrators.
- Check for patterns of absence and share observations with the Designated Senior Leader responsible for attendance.
- Provide updates on interventions and actions taken to address attendance concerns for SLT.
- Liaise with SLT, the Attendance Officers, pupils and parents to address attendance concerns as they arise.

- Work with the Designated Senior Leader responsible for attendance and Campus Administrators in relation to the sending of appropriate letters regarding attendance.

3.7 Key Tutors

Key Tutors will:

- Discuss with pupils reasons for lateness and contact parents to offer support and identify barriers and interventions.
- Report on attendance in termly education reports and discuss in termly education reviews.
- Raise attendance concerns for their key students at Campus Meetings.
- Keep a register of attendance within their lessons with a view to this information being shared with relevant Key Tutors as required.

3.8 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every school day on time; as per their agreed timetable arrangements.
- Contact the school to report their child's absence by 9am on the day of the absence and each subsequent day of absence unless agreed on the first day of absence, and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting their Key Tutor, Campus Administrator, campus SLT lead, Attendance Officer or Welfare Officer, who can be contacted via the main County Office on 01604 239 734 , (or see Appendix 2 for campus contact details.)

Parents/carers are asked to contact the school if they have any concerns about attendance.

3.9 Pupils

Pupils are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time

4 Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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

See Appendix 1 for the DfE attendance codes

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made.

The school day starts at 9am and ends at 3pm every day except Wednesday when it ends at 11:55am, unless the pupil is on a vocational course or individual timetable.

Pupils should arrive in school by 9am on each school day for breakfast, unless otherwise agreed with a member of SLT.

The register for the first session will be taken at 9:20am and will be kept open until 9:50 am. The register for the second session will be taken at 12:25pm and will be kept open until 12:55pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the campus office, see appendix 2 for campus contact details

A phone call in person is required but if it is not possible to speak to campus staff then a voice message or text message should be left and the campus administrator will call back to confirm the details. We cannot accept a reason from the student or a sibling without confirmation from the parent or carer.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for 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 school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

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 school in advance of the appointment.

Parents/carers should contact the campus as soon as they are aware of an appointment either by phone, email or in writing.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. *Go to section 5 to find out which term-time absences the school can authorise.*

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

Where pupils are regularly late for school, Key Tutors will discuss with pupils reasons for lateness and contact parents to offer support and identify barriers and interventions. Support and advice will also be offered by Campus Adminstrators when contacting parents to enquire about their late arrival or whereabouts.

4.5 Following up unexplained absence

- If a pupil does not attend without explanation or contact with parents, staff will try to contact home that day. If there are significant safeguarding concerns then staff will make a home visit.
- If contact has not been made, staff will attempt to contact the next day.
- If there is no success after the second day 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.

Absence without contact is considered on an individual basis. Where staff have any safeguarding concerns these will be discussed with SLT and daily attempts will be made until the pupil is seen. If the pupil is not seen then the EIP team will be notified that the pupil is missing from education after a maximum of 10 days.

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may send a text message asking the parent to contact the school. The school may then contact other appropriate professionals involved with the family (This type of communication will take place in conjunction with the Safeguarding and Attendance Officers.)
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 2 school days after the session(s) for which the pupil was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- Where relevant, report the unexplained absence to services working with the pupil or their family. This could include but is not limited to Social Care, Early Help Services, Youth Offending Service, Police and Health Professionals.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via termly education reports and education reviews that will take place a minimum of once per term. Where attendance falls below 90% key tutors will discuss informally with parents and offer support.

5 Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

There are other exceptional circumstances affecting families, some unforeseen, which will necessitate absence from school. These may include but are not limited to: death of a close relative or attendance at a funeral. Professional discretion will be used in these cases about whether the absence can be authorised.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday unless exceptional circumstances apply.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible from the campus secretary upon request. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart

- Parent(s) 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 school, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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 suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action.

This could include:

- A Penalty Notice payable up to £160 fine
- prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000
- prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment

Further information can be found on the local authority websites:

https://www.westnorthants.gov.uk/attendance-support

https://www.northnorthants.gov.uk/attendance-behaviour-and-home-schooling

6 Strategies for promoting attendance

Where attendance falls below 90%, key tutors will make parents aware of this and offer support and advice. If attendance continues to fall or is significantly below this threshold then a period of formal monitoring will commence by the Attendance Lead, whilst Key Tutors attempt to identify barriers and support parents and pupils to improve attendance. If this process is unsuccessful, the CE Academy will initiate a formal attendance meeting and parenting contract. Ultimately the parents and pupils will be referred to the local authority if they have not engaged fully with the support offered.

The Attendance Lead in conjunction with SLT will establish some tangible rewards and practical strategies and ideas for improving attendance.

The success of these will be reviewed termly by-way-of feedback questionnaires from staff and pupils.

7 Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Many pupils attending the CE Academy experience barriers to their attendance; these include mental health issues, safeguarding, high Adverse Childhood Experience scores. Positive relationships are key to working with pupils and families. Also persistent absence may have been a concern at mainstream school, prior to admission at CE Academy.

Poor school attendance results in poor academic attainment, reduces social opportunities and limits employment opportunities. Therefore the earlier difficulties are identified and the earlier support is put in place the more successful schools will be in addressing complex barriers to attendance.

CE Academy staff will work with parents and carers, young people and if necessary the wider professional network supporting the child and family with a view to intervening early and identifying complex barriers to attendance. This could include, but is not limited to social care, Early Help Services, Youth Offending Service, Police and Health Professionals.

Staff would seek to identify whether a pupil has a preferred member of staff they can confide in and work with, where there is a need beyond the role of a key tutor.

Every pupil has a dedicated Key Tutor that is the main point of contact for parents. Communication between the Academy and parents is crucial to this process. Key Tutors will contact parents by phone, email, and regular education review meetings to discuss progress and issues arising in school. Parents and pupils have the opportunity to raise concerns at any time and Key Tutors will work with them to identify barriers and suggest interventions. Key Tutors can review a pupil's timetable to look at the groups or teachers they are in. Vocational or off site provisions can be investigated where a pupil may have a particular interest. Key Tutors can offer to start an Early Help Assessment. A part time timetable may be appropriate subject to the agreement of a member of SLT.

Where interventions have been identified and implemented without success a more formal process will begin involving a parenting contract and clear explanation of parents' legal duties. Ultimately if it is felt that parents have not engaged fairly in the interventions put in place then a referral will be made to the local authority requesting support.

7.2 Pupils absent due to mental or physical ill health or SEND

Emotionally-Based School Avoidance (EBSA) is a broad term used to describe children and young people who experience challenges in attending school due to emotional factors and negative feelings (such as anxiety). EBSA is commonly associated with emotional and physical distress, and a reluctance to attend school, which can lead to reduced attendance and further anxiety regarding school. EBSA is also associated with poor adult mental health.

Physical ill-health can be a chronic long term-illness or an acute physical illness that disrupts the child's ability to access education.

For children who experience physical ill-health or poor mental health or have SEND, CE Academy staff will work with parents and carers, young people and if necessary the wider professional network supporting the child and family with a view to intervening early. We will follow guidance that has been produced by Educational Psychology and is based on current evidence-based factors associated with positive outcomes.

These include:

- intervening early
- working with parents and school staff as well as the young person
- working in a flexible manner paying attention to the individual case and function served by non-attendance
- emphasising the need for rapid return to school alongside good support and adaptations within the school environment.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

This approach is in line with the SEND Code of Practice 2014 where there is a clear focus on the participation of children, young people, parents and carers in decision making.

Staff will meet with the pupil and parents to discuss the issues and understand their needs and agree a plan to reintegrate the pupil into the school community at an appropriate pace.

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

For children who experience physical ill-health or poor mental health or have SEND CE Academy staff will work with parents and carers, young people and if necessary the wider professional network supporting the child and family with a view to intervening early. We will follow guidance that has been produced by Educational Psychology and is based on current evidence-based factors associated with positive outcomes. These include:

- intervening early
- working with parents and school staff as well as the young person
- working in a flexible manner paying attention to the individual case and function served by non-attendance.
- emphasising the need for rapid return to school alongside good support and adaptations within the school environment.

Staff will meet with the pupil and parents to discuss the issues and understand their needs and agree a plan to reintegrate the pupil into the school community at an appropriate pace.

8 Attendance monitoring

Attendance is monitored throughout the academic year by all staff on a weekly basis. The Attendance Lead will formally monitor all pupils' attendance twice every half term. Actions may arise should concerns be identified. Individual circumstances are taken into 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 the Campus Coordinator will arrange a formal meeting with the external Attendance and Welfare Officer to complete an Attendance Contract.
- This will commence a period of support and monitoring that could last up to twelve weeks.
- Should no improvement together with a lack of engagement be forthcoming a referral will be made to the EIP team. 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, Attendance Contracts will be drawn up setting targets for attendance levels; EIP may wish to discuss the situation further at this point before a Penalty Notice is issued.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely, according to the statutory requirements.

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 school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

8.5 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.

9 Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Claire Smith Senior Leader Responsible for Attendance. At every review, the policy will be approved by the full governing board.

10 Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour 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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Campus contact details

County Office Cromwell Campus, Poole Street, Northampton, NN1 3EX Tel : 01604 239 734 Email : info@ce-academy.org	**Cromwell Campus** Poole Street, Northampton, NN1 3EX Tel : 01604 239 733 Admin : Vicki Percival Mobile : 07867 428 055 Email : cromwell@ce-academy.org
Cromwell Vocational Poole Street, Northampton, NN1 3EX Tel : 01604 887 428 Contact : Michele Buckman Mobile : 07867 428 060 Email : mbuckman@ce-academy.org	**Chiltern House Campus** Chiltern Way, Northampton, NN5 6BW Tel : 01604 591 639 Contact : Mobile: 07572 276 278 Email : chiltern.house@ce-academy.org
Fairlawn Campus Spring Gardens, Wellingborough, NN8 2AA Tel : 01933 445 250 Admin : Helen Keech Mobile : 07867 428 211 Email : fairlawn@ce-academy.org	**Forest Gate Campus** School Place, Corby, NN18 0QP Tel : 01536 408 976 Admin : Shirley Carson Mobile : 07867 428 269 Email : forestgate@ce-academy.org
London Road Campus 75a London Road, Kettering, NN15 7PQ Tel : 01536 311 000 Admin : Ellie Dexter Mobile : 07867 428 087 Email : londonroad@ce-academy.org	**Oaklands Vocational** School Place, Corby, NN18 0QP Tel : 01536 403 741 Admin : Shirley Carson Mobile : 07485 905 355 Email : forestgate@ce-academy.org
Overleys Campus Leicester Street, Northampton, NN1 3RS Tel : 01604 824 000 Admin : Angela Warren Mobile : 07867 428 051 Email : overleys@ce-academy.org	**Spring Gardens Campus** Spring Gardens, Wellingborough, NN8 2AA Tel : 01933 445 830 Admin : Maria Limmage Mobile : 07867 428 240 Email : springgardens@ce-academy.org
Spring Gardens Vocational Spring Gardens, Wellingborough, NN8 2AA Tel : 01933 445 835 Contact : Michele Buckman Catering : 07483 308 054 Hair & Beauty : 07483 393 083 Email : mbuckman@ce-academy.org	**William Knibb Campus** Alfred Street, Kettering, NN16 0SW Tel : 01536 536400 Admin : Lindsey Toseland Mobile : 07497 860 537 Email : williamknibb@ce-academy.org

Appendix 3: Leave of Absence Request Form

The Government expects local councils to fine parents who take their children out of school for holidays during term time.

They can give each parent a fine of £80, rising to £160 if you do not pay within 21 days.

From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period. If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days, you may be taken to court for keeping your child out of school.

If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

The CE Academy will refer all term time absences for holidays of 5 days or more to the local authority for consideration.

Name of Pupil:	
Campus:	
Summary of Proposed Absence: *(please include circumstances of absence – in some exceptional circumstances the absence may be authorised by the Headteacher)*	

Date from:		**Date to:**	

Have you made a previous term-time absence request for this child during this academic year?	**YES** ☐	**NO** ☐

Parent Name:	
Parent Signature:	

For School Use Only: *Please ensure a copy of this is saved to the student's attendance folder and emailed to the school attendance team.*

Policy Control Sheet

Version:	04
Approved by:	Governors
Date approved:	9/3/26
Date of next review:	March 2027
Policy Owner:	Claire Smith SLT

Document History			
Version	Date of review	Author	Note of revisions
01	March 2020	SLT	
02	March 2023	SLT	• 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
03	August 2024		• Due to new government guidelines for attendance the policy has been revised in its entirety and changes made in line with recommendations.
04	March 2025		• Addition of appendices 2 and 3
05	March 2026		• Reviewed no changes