

ATTENDANCE AND ABSENCE POLICY (PUPILS)

THIS POLICY APPLIES TO ALL TRUST SCHOOLS/ACADEMIES

Document Management

Updated Policy Approved	February 2023
Next Review Date	February 2024

Contents

Statement of Intent	5
1. Legal Framework	6
2. Definitions	6
3. Roles and Responsibilities	7
4. Recording Attendance	8
5. Authorised and Unauthorised Absence	10
6. Persistent Absence (PA)	11
7. Absence Procedures	11
8. Missing Children	13
9. Children Missing in Education (CME)	14
10. Term-Time Leave	15
11. Religious Observances	15
12. Appointments	16
13. Young Carers	16
14. Monitoring and Review	16
Appendix 1 - Localised Procedure	17

Statement of Intent

Hope Sentamu Learning Trust (HSLT) is committed to a safe, welcoming and inclusive learning environment, in which all our pupils are supported to flourish and will thrive and to live life in all its fullness.

Our academy/school believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The school understands that barriers to attendance are complex, and that some pupils may find it harder than others to attend school. Reducing barriers to education, the academy/school will prioritise cultivating a safe and supportive environment for pupils, as well as strong and trusting relationships with pupils and parents.

The school recognises how improvements in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources can have on improving pupil attendance.

We are committed to meeting our obligations with regard to academy/school attendance by:

- Ensuring the academy/school attendance policy is clear and can be easily understood by all staff, parents/carers and pupils.

- Promoting and modelling high attendance and its benefits.

- Recognising and rewarding regular attendance.

- Reducing significant and persistent absence.

- Regularly monitoring and analysing attendance and absence data to identify specific pupils or cohorts that may require additional support.

- Ensuring every pupil has equal rights to access to full-time education and is treated fairly.

- Building a good rapport with families to overcome barriers to attendance.

W tarv qu pp stsin cqu p . ings A

1. Legal Framework

This policy has due regard to all relevant **legislation** and **statutory and non-statutory guidance** including, but not limited to, the following:

- Education Act 1996
- The Education and Inspections Act 2006
- Equality Act 2010
- The Education Act 2011
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- DfE (2016) 'Children Missing Education'
- DfE (2022) 'Keeping Children Safe in Education 2022'
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) Summary of responsibilities where a mental health issue is affecting attendance

This policy operates in conjunction with the following **Trust** policies:

- Complaints Policy and Procedure
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Special Educational Needs and Disability Policy
- Supporting Pupils with Medical Conditions and Administering Medication Policy
- Student Mental Health and Well-Being Policy

2 Definitions

The following definitions apply for the purposes of this policy:

2.1 Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

2.2 Authorised Absence

- An absence for sickness and/or illness (both physical and mental health related) for which the school has granted leave
- Medical or dental appointment which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

2.3 Unauthorised Absence

- Parents/carers keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absences due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the school day

2.4 Persistent Absenteeism:

Missing 10% or more of schooling across the year for any reason.

3 Roles and Responsibilities

3.1 The Local Governing Committee (LGC) has overall responsibility for:

Monitoring the implementation of this policy and all relevant procedures.

Monitoring attendance figures for the whole school.

Handling complaints regarding this policy as outlined in the Complaints Policy and Procedure.

Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

Promoting the importance of good/high attendance through the school's ethos and policies.

3.2 The Headteacher/Principal is responsible for:

The day to day implementation and management of this policy and all relevant procedures across the school/academy.

Monitoring school-level absence data and reporting it to the LGC.

Ensuring that all parents/carers are aware of the school/academy's attendance expectations and procedures.

Working with parents/carers and providing support to parents/carers to improve attendance and reduce persistent absence.

Ensuring that every pupil has access to full-time education acting as early as possible to address patterns of absence through support and intervention.

Arranging attendance training for any staff as needed/appropriate to their role to ensure they are aware of the legal requirements and trust policies concerning attendance.

Supporting staff with monitoring the attendance of individual pupils.

Issuing fixed-penalty notices, where appropriate and necessary.

The Headteacher/Principal is responsible for informing the Local Authority of any pupil being removed from the admission and attendance

Alles t a l l e s l s

Al sea n lli a an l t h e u A l

“

5.2 Legal Sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carers must pay £60 within 21 days or £120

If a parent/carer does not contact the school to report an absence, the school should take all reasonable steps to contact parents/carers to ascertain the whereabouts of the child.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the pupil can be removed from the admission register when the academy/school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the academy/school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

8 Missing Children

Pupils will not be permitted to leave the academy/school premises during the school day unless they have permission from the academy/school. The following procedures will be taken in the event of a pupil going missing whilst at school:

The member of staff who has noticed the missing pupil will inform the Headteacher/ Principal immediately.

The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.

A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the academy/school premises as directed by the Headteacher/Principal.

The following areas will be systematically searched:

- All classrooms
- All toilets
- Changing rooms
- The library
- Any outbuildings
- The academy/school grounds

Available staff begin a search of the area immediately outside of the academy/school premises, and will take a mobile phone/radio with them so that they can be contacted.

If the pupil has not been found after 10 minutes, then the parents/carers of the pupil will be notified.

The academy/school will attempt to contact parents/carers using the emergency contact number provided.

If the parents/carers have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.

The missing pupil's teacher will fill in the incident form, describing all circumstances leading up to the pupil going missing.

If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate staff members will be informed.

When the pupil has been located, members of staff will care for and talk to the pupil to ensure that they are safe and well.

Parents/carers and any other agencies will be informed immediately when the pupil has been located.

The Headteacher/Principal will take the appropriate action to ensure that pupils understand that they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher/Principal will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, policies and procedures will be reviewed in accordance with the outcome where necessary.

9. Children Missing in Education (CME)

A child going missing from school is a potential indicator of abuse and neglect. Where a child is repeatedly absent from school, especially for long periods, it could indicate potential safeguarding issues such as travelling to conflict zones, female genital mutilation and forced marriage.

Academies/Schools have a duty to monitor children that go missing, particularly on repeat occasions, and report them to their designated safeguarding lead – following their normal safeguarding procedures.

Pupils who are most at risk of going missing from education:

- Are at risk of harm or neglect
- Come from Gypsy, Roma or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

If a pupil has a social worker, this should inform your LA's decision about them missing education where there are known safeguarding risks. This is set out in paragraph 111 of Keeping Children Safe in Education.

You must make 'reasonable enquiries' for pupils who are not attending. This applies to pupils who:

- Have not returned to school for 10 days after an authorised absence, or
- Have been absent without authorisation for 20 consecutive days

Making 'reasonable enquiries' includes one or more of the following:

- Contacting parents/carer, relatives and neighbours using known contact details
- Following local information sharing arrangements, making enquiries to:
 - other local databases and agencies
 - agencies known to be involved with the family

Conducting a home visit, following your own policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives

13. Young Carers

The academy/school understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity, as well as throughout their time at the academy/school.

The academy/school will take a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

14. Monitoring and Review

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum will be reviewed annually by the Distinctiveness and Personal Development Committee. The date of the next review is detailed on the cover page of the main policy.



Attendance & Absence POLICY

Localised School Based Procedures

School Name:	Manor CE Academy
Headteacher/Principal:	Jordan Cairns
Attendance Officer / Lead:	R Passmore/ L Scaum
DSL / Deputy DSL:	L Scaum/Rebecca Kommer and Graham Reagan
Implementation Date:	February 2023

Introduction

In line with our Trust wide Attendance & Absence, localised procedures have been established to ensure that systems and procedures reflect the school.



