



# Pupil Attendance Policy

## Document provenance

This Policy was approved as follows –

Approver: Education Committee

Date of Approval: December 2022

ELT Owner: National Director of Safeguarding

Date of Review: June 2024

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every 2 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

## Summary of changes at last review:

- Complete policy re-write in line with updated DfE guidance
- Link to 'Working Together to Improve School Attendance' (DfE, 2022)
- Reference to attendance being everyone's responsibility
- Now linked to SEND Policy (for 'children with health needs who cannot attend school')
- Key Academy Contacts table provided to ensure policy is tailored to each academy
- Inclusion of definition for severe absence (SA)
- Inclusion of E-ACT Attendance Strategy Framework (including Appendix 1 action plan)
- Inclusion of E-ACT Safeguarding Attendance Process
- Challenging the veracity of frequent sporadic illness and seeking medical evidence
- Appendix 1 with prompts for academy-specific attendance process in line with guidance

## Key Academy Contacts

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<b>Academy</b>	Nechells Primary E-ACT Academy
<b>SLT Attendance Lead</b>	Name: Jasmin Sanders Contact: 0121 464 2102
<b>Attendance Officer(s)</b>	Name: Jasmin Sanders Contact: 0121 464 2102
<b>School Office/Admissions/Absence Line</b>	Contact:0121 464 2102

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## **1 Aims**

- 1.1 The Academy aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to ensure, so far as possible, that every pupil in the Academy is able to benefit from and make their full contribution to the life of the Academy, consistent always with the needs of the Academy community;
  - 1.2.2 to prioritise and where possible improve attendance and punctuality across the Academy;
  - 1.2.3 to develop and maintain a whole school culture that promotes and demonstrates the benefits of good attendance and acknowledges that poor attendance is a potential safeguarding risk;
  - 1.2.4 to reduce the level of absence and be clear about the Academy's approach to the management of absence / non-attendance;
  - 1.2.5 to ensure poor attendance is challenged to ensure pupils are kept safe;
  - 1.2.6 to recognise and promote the principle that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils want to attend and can learn and thrive.
  - 1.2.7 to help to promote a whole school culture of safety, equality, inclusion and protection.

## **2 Scope and application**

- 2.1 In line with paragraph 57 of WTISA, this policy is trust-wide but is fully tailored to the needs of each Academy including through Appendix 1.
- 2.2 This policy applies to the whole Academy (including the Early Years Foundation Stage (EYFS) and/or academy Sixth Form where applicable).
- 2.3 This policy is designed to address the specific statutory obligations on the Academy to record attendance and absence.

## **3 Regulatory framework**

- 3.1 This policy has been prepared to meet the Academy's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 Statutory framework for the Early Years Foundation Stage (*DfE, March 2021*);
  - 3.1.3 Education and Skills Act 2008;
  - 3.1.4 Children Act 1989;
  - 3.1.5 Childcare Act 2006;

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- 3.1.6 Education (Pupil Registration Regulations) 2006;
  - 3.1.7 Equality Act 2010; and
  - 3.1.8 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
  - 3.2 This policy has regard to the following guidance and advice:
    - 3.2.1 (WTISA) Working together to improve school attendance<sup>1</sup> (DfE, September 2022);
    - 3.2.2 Summary table of responsibilities for school attendance (via WTISA above) (DfE, September 2022);
    - 3.2.3 Keeping children safe in education<sup>2</sup> (DfE, September 2022);
    - 3.2.4 School behaviour and attendance: parental responsibility measures (DfE, May 2020);
    - 3.2.5 Children missing education (DfE, September 2016);
    - 3.2.6 Supporting pupils with medical conditions at school (DfE, August 2017);
    - 3.2.7 Behaviour in schools: advice for headteachers and school staff (DfE, September 2022);
    - 3.2.8 Remote education guidance (DfE, October 2022);
    - 3.2.9 School suspensions and permanent exclusions (DfE, September 2022); and
    - 3.2.10 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).
  - 3.3 The following School policies, procedures and resource materials are relevant to this policy:
    - 3.3.1 Child Protection and Safeguarding Policy<sup>3</sup>
    - 3.3.2 SEND Policy<sup>4</sup>
    - 3.3.3 E-ACT Attendance Strategy Framework
    - 3.3.4 E-ACT Safeguarding Attendance Process

#### **4 Publication and availability**

- 4.1 This policy is published on the Academy website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the school office during the school day.

<sup>1</sup> WTISA

<sup>2</sup> Keeping Children Safe in Education

<sup>3</sup> E-ACT Child Protection and Safeguarding Policy

<sup>4</sup> E-ACT SEND Policy

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- 4.4 This policy can be made available in large print or other accessible formats if required.

## 5 **Definitions and interpretation**

- 5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to punctuality and to attendance for all or part of the timetabled school day.

5.1.2 References to the **Proprietor** are references to E-ACT, the Multi Academy Trust.

5.1.3 References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).

5.1.4 **SLT Attendance Lead** means the Academy's designated senior lead for attendance.

5.1.5 References to **compulsory school age** refer to when a child is required to attend school. This is on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

5.1.6 References to **persistent absence (PA)** means when a child has an absence rate of 10% or more (i.e. attends for less than 90% of the time) and will be defined as a persistent absentee.

5.1.7 References to **severe absence (SA)** means when a child has an absence rate of 50% or more (i.e. attends for less than 50% of the time) and will be defined as a severe absentee.

## 6 **Responsibility statement**

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

- 6.2 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under S.149 of the Equality Act 2010 to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:

6.2.1 eliminate discrimination and other conduct that is prohibited by the Act;

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- 6.2.2 advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
  - 6.2.3 foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
  - 6.3 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School.
  - 6.4 The Academy is responsible for implementing this policy in full.
  - 6.5 The Academy is responsible for ensuring the implementation of the E-ACT Attendance Strategy Framework.
  - 6.6 The Academy is responsible for ensuring full adherence to the E-ACT Safeguarding Attendance Process.

## **7 The importance of good attendance**

- 7.1 The Academy recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the Academy's ethos and culture. In building a culture of good school attendance it recognises:
  - 7.1.1 the importance of good attendance as a learned behaviour, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
  - 7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, safeguarding wellbeing, and support for disadvantaged pupils;
  - 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
  - 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
  - 7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

## **8 Proprietor responsibilities**

- 8.1 The Proprietor will:
  - 8.1.1 Promote the importance of school attendance in the Academy;
  - 8.1.2 Appoint a senior member of staff of the Academy's leadership team as SLT Attendance Lead to have overall responsibility for championing and improving attendance in school;

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- 8.1.3 Ensure that support for attendance, and improving attendance, is appropriately resourced, including, where applicable, through the effective use of pupil premium funding;
  - 8.1.4 Ensure that the Academy's leadership team:
    - (a) Fulfil their statutory duties in respect of school attendance including support and challenge around the trends or areas identified as needing to improve;
    - (b) Receive regular adequate training to discharge their duties in respect of school attendance;
  - 8.1.5 Regularly review the data and reports provided by the Academy to identify patterns in attendance and common issues and barriers to pupils attending school using appropriate comparators including data from local authority area, region and nationally;
  - 8.1.6 Identify patterns in attendance and common issues and barriers to pupils attending school to ensure that effective practice can be shared across academies within the Trust.
  - 8.1.7 Work with Academy leaders to identify areas of focus for improvement;
  - 8.1.8 devise specific strategies to address areas of poor attendance identified through data; and
  - 8.1.9 monitor the impact of school-wide attendance efforts, including any specific strategies implemented.

## 9 **Academy responsibilities**

- 9.1 The Academy acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the Academy community. **Attendance is everyone's responsibility.**
- 9.2 The Academy will consistently promote the benefits of good attendance and have high expectations for every pupil and it will consult with and communicate effectively with pupils, parents and other stakeholders about this.
- 9.3 Where there are challenges to attendance, the Academy will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 9.4 The Academy will acknowledge good or improved attendance of individual pupils or cohorts.
- 9.5 The Academy will respond to lateness and / or absenteeism proactively, firmly, consistently and with care, with appropriate reference to this policy and its safeguarding and behaviour policies. It will deliver intervention in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

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- 9.6 The Academy will allocate appropriate resources to attendance and improving attendance, including where applicable, through effective use of the pupil premium funding.
- 9.7 The Academy will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently or severely absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.
- 9.8 The Academy teaches the importance of good attendance through the personal development curriculum and attendance assemblies where the Academy attendance expectations and process are reinforced.

## 10 **Staff responsibilities**

- 10.1 **The SLT Attendance Lead:** The Proprietor has appointed a senior member of staff of the Academy's leadership team to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within the Academy.

10.1.1 The SLT Attendance Lead's responsibilities are:

- (a) to formulate a clear vision for attendance improvement;
- (b) to evaluate and monitor expectations and processes;
- (c) to have oversight of and analyse attendance data;
- (d) to communicate clear messages on the importance of attendance to pupils and parents; and
- (e) to complete Appendix 1 of the E-ACT Attendance Strategy Framework and discuss regularly within the Academy SLT meetings.

- 10.2 **Staff with specific responsibilities for attendance:** The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality.

10.2.1 they should:

- (a) have a formal routine for registers being taken accurately each morning and afternoon;
- (b) seek explanations of absences required from pupils on their return to school;
- (c) make enquiries about unexplained absences, including those within the school day, and follow up with pupils to ensure that an explanation has been formally given to the Academy;
- (d) look out for trends or patterns in a pupil's attendance and inform the SLT Attendance Lead of any specific concerns;



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- (e) inform the SLT Attendance Lead of any known future absences for pupils;
  - (f) deal with lateness to lessons consistently and promptly;
  - (g) consider appropriate sanctions for pupils who arrive late to a lesson in line with the Academy's behaviour policies; and
  - (h) discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality.
  - (i) apply the Academy 'escalated stage process' (see Appendix 1) robustly.

### 10.3 **All staff**

- 10.4 The Academy ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.
- 10.5 The Academy provides appropriate training and professional development for staff consistent with their roles and responsibilities.

## 11 **Academy arrangements**

- 11.1 The Academy will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. Contact details of relevant staff can be found at the front of the policy and other details about the Academy's arrangements can be found in appendices 1-3.

## 12 **Monitoring attendance**

- 12.1 The Academy will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the Academy and develop strategies to address them. In order to achieve this it will:
  - 12.1.1 monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families;
  - 12.1.2 use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and leaders (including the special educational needs coordinator and designated safeguarding lead);
  - 12.1.3 conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
  - 12.1.4 benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
  - 12.1.5 devise specific strategies to address areas of poor attendance identified through data;

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12.1.6 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and

12.1.7 provide data and reports to the Proprietor to support its work.

### **13 Pupil responsibilities**

13.1 School attendance is important to pupil attainment, wellbeing and development. The Academy therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

13.2 Pupils should be aware that:

13.2.1 they are expected to be present in-person for the duration of each school day;

13.2.2 they are expected to punctually attend all timetabled lessons;

13.2.3 they should not leave a lesson or the Academy site without permission;

13.2.4 they should engage with the Academy's arrangements for recording and managing attendance as set out in this policy;

13.2.5 any unexplained absence will be followed up;

13.2.6 persistent or severe lateness or non-attendance will result in action being taken by the Academy. This may take the form of:

- (a) offers of support to seek to identify and address any barriers to attendance;
- (b) communication with parents;
- (c) reporting to other agencies such as children's social care; and
- (d) sanctions against them or their parents in line with the Academy's behaviour policies.

13.2.7 If pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they should speak to the Academy via their class teacher/tutor, or pastoral/safeguarding team. Pupils are entitled to expect this information to be managed sensitively.

### **14 Additional needs**

14.1 The Academy recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and work together to put the right support in place.

14.2 The Academy will make reasonable adjustments where a pupil has a disability that affects their ability to attend school regularly. These may include considering support or reasonable adjustments for transport, routines, access

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to support in school and lunchtime arrangements, and / or time limited phased returns.

- 14.3 It will also work with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities and medical conditions as appropriate e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.
- 14.4 Where barriers are outside of the Academy's control, the Academy will work with parents, pupils and external agencies / partners to identify alternative sources of support or consider, where appropriate, making a referral for early help.

## 15 **Parent responsibilities**

- 15.1 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.
- 15.2 This means pupils must attend every day that the Academy is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the Academy. Where permission is requested for an authorised absence, this will only be granted in exceptional circumstances, considering the specific facts, circumstances and background for the request.
- 15.3 Where frequent sporadic illness occurs without sufficient justification in relation to health, the Academy will challenge the veracity of the illness and request that medical evidence be provided by the parent in order to authorise the absence (I code).
- 15.4 The Academy expects Parents to:
  - 15.4.1 make any application for authorised absence at the earliest opportunity and wherever possible before the start of the school day;
  - 15.4.2 ensure that their child attends school for morning registration and arrange their collection or travel after the close of the school day;
  - 15.4.3 notify the Academy of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
  - 15.4.4 cooperate with the Academy to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 15.5 Parents will be reminded of this policy at the start of each new school year and when any changes are made.

## 16 **Training**

- 16.1 **Staff:** The Academy ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that

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staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

16.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

16.1.2 the Academy's strategies and procedures for tracking, following up and improving attendance.

16.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

16.2.1 the law and requirements of schools including on the keeping of registers;

16.2.2 the process for working with other partners to provide more intensive support to pupils who need it;

16.2.3 the necessary skills to interpret and analyse attendance data; and

16.2.4 any additional training that would be beneficial to support pupils and pupil cohorts to overcome commonly seen barriers to attendance.

16.3 The Academy will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

16.4 The Academy will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

16.5 The Academy maintains written records of all staff training.

## 17 **Information and sharing**

17.1 Personal information on attendance will only be shared in line with legal obligations and having regard to Government guidance on attendance, safeguarding and children missing education.

## 18 **Record keeping and confidentiality**

18.1 All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.

18.2 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published privacy notices on its website which explains how the Academy will use personal data.

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## Appendix 1 Academy arrangements

### Academy Attendance Target

The Academy Attendance target for Nechells E-ACT Academy is 97%.

### AM/PM Registration Timings

The AM registration time is from 9am until 9:10am. From 9:10am until 9:30am a late mark (L) will be given. Pupils arriving after 9:30am will receive a (U) AM session missed code.

Afternoon registration timings are as follows:

Nursery: The PM registration time is 12:15pm-12:25pm for Nursery. Pupils arriving after 12:25pm will receive a late mark.

Lower Phase: (Reception, Year 1, Year 2, Year 3). The PM registration time for lower phase is 1pm until 1:10pm.

Upper Phase: (Year 4, Year 5, Year 6). The PM registration time for upper phase is 1:30pm until 1:40pm.

### Daily Absence Process (including CME)

Daily absence calls will be completed by the admissions team. Home visits will be conducted when a child's whereabouts are unknown, where reason for absence is unclear, or to complete a regular welfare visit.

### Escalated Stage Process

The Birmingham City Council Fast Track escalated attendance procedure is utilised. Initially Early Help support will be offered to families to support them to improve attendance. This could include referrals being made to our multiagency partners such as the school nursing team and family support team.

Should attendance continue to be a concern, the Fast track legal intervention procedure will be initiated. Parents/carers will be invited to attend a school attendance review meeting (SARM) to explore barriers to attendance and next steps to be implemented.

Legal intervention will be sought where the threshold of 10 authorised absences is met. Where pupils are frequently ill without evidence, this will be coded as unauthorised absence, and the above legal processes followed.

### Punctuality Process

All L codes and U codes are monitored. Where pupils have 3 L or U codes in one half term, a letter will be sent to parents/carers. Where pupils have 5 or more L or U codes in a term parents will be invited to attend a school meeting to review reason for persistent lateness and support that can be offered from the academy.

### Attendance Rewards

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Pupils that achieve 100% attendance each term, will be invited to attend a trip to the cinema. Pupils who achieve 97% and above will be invited to attend a school-based disco.

#### Absence Reporting Process

Parents are to call the academy on 0121 464 2102 to report an absence for their child. Where a child will miss more than one day of school, parents are expected to call every morning of absence.

#### Absence Request Process (including medical/holiday/religious observance)

Where parents wish to request absence, they should visit the school office and discuss the reason for absence. Parents will be informed in writing with regard to whether the absence will be authorised.

#### Attendance Tracking

Both individual pupil, key pupil groups and whole school attendance is tracked on a weekly basis by the Academy attendance lead. This is to ensure that intervention is being offered at the earliest stage, alongside monitoring the effectiveness of support in place.

#### Issuing Penalty Notices

Penalty notices are issued in line with the Birmingham fast track procedures. More information can be found here;  
[https://www.birmingham.gov.uk/downloads/file/9013/fast-track\\_guidance](https://www.birmingham.gov.uk/downloads/file/9013/fast-track_guidance)

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## Appendix 2 Admission register

### 1 Admission register

- 1.1 In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the Academy will:
  - 1.1.1 maintain an admission register of pupils admitted to the Academy (also known as the school roll); and
  - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the Academy's admission register at non-standard transition points.
- 1.2 The admissions register contains specific personal details of every pupil in the Academy, including their date of admission, information regarding parents and carers and details of the school they last attended.
- 1.3 The Academy will not 'off-roll' pupils, that is, it will not remove a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal would be primarily in the interests of the school rather than in the best interests of the pupil.
- 1.4 Where the Academy notifies the local authority that the pupil's name is to be deleted from the admission register, the Academy must provide it with the following information:
  - 1.4.1 the full name of the pupil;
  - 1.4.2 the full name and address of any parent with whom the pupil lives;
  - 1.4.3 at least one telephone number of any parent with whom the pupil lives;
  - 1.4.4 the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
  - 1.4.5 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
  - 1.4.6 the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

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## **Appendix 3 Attendance register**

### **1 Attendance register**

- 1.1 Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements and the Academy has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the regulations.
- 1.2 The attendance of non-compulsory school age will be recorded in the same way so that attendance can be monitored, unexplained absences are investigated and the Academy can ensure their safety and welfare.
- 1.3 The Academy will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.4 The Academy is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.5 On each occasion it will be recorded whether every pupil is:
  - 1.5.1 present;
  - 1.5.2 absent;
  - 1.5.3 attending an approved educational activity;
  - 1.5.4 unable to attend school due to an exceptional circumstance.

### **2 Recording absence**

- 2.1 Absence will be recorded as set out in **3** and **5** below using national absence codes correlating to:
  - 2.1.1 authorised absence;
  - 2.1.2 excluded (while still on the admission register);
  - 2.1.3 holiday authorised by the Academy;
  - 2.1.4 illness;
  - 2.1.5 medical or dental appointments;
  - 2.1.6 religious observance;
  - 2.1.7 study leave;
  - 2.1.8 Gypsy, Roma and Traveller absence.

### **3 Authorised absence from school**

- 3.1 All applications for authorised absence from school should be made with reasonable notice and addressed to the Headteacher.
- 3.2 Only exceptional circumstances will warrant an authorised leave of absence. The Academy will consider each application for authorised



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absence individually taking into account the specific facts and circumstances and the relevant background context behind the request.

3.3 If a leave of absence is granted, it is for the Headteacher to determine the length of time the pupil is authorised to be away from school.

3.4 Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

#### **4 Remote education**

4.1 The Academy is required to record all absence from in-person lessons.

4.2 The Academy may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the Academy site, to keep pace with their education.

4.3 There is no specific code for remote education. Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.

#### **5 Unauthorised absence**

5.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the Academy is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

5.1.1 holiday has not been authorised by the Academy or is in excess of the period determined by the Headteacher;

5.1.2 the reason for absence has not been provided;

5.1.3 a pupil is absent from school without authorisation;

5.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation;

5.1.5 frequent sporadic illness without sufficient justification in relation to health.