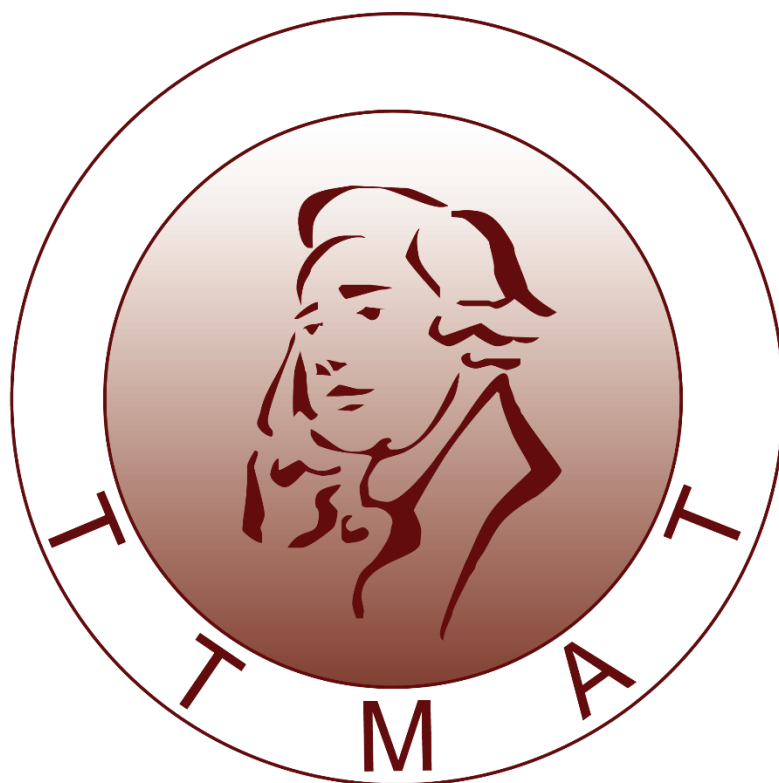


Thomas Telford Multi Academy Trust and Thomas Telford School



Attendance Policy

Prepared by: Sir Kevin Satchwell

Approved by: Governors

Date: June 2024

Review Date: June 2025

This policy summarises the expectations required from all Schools/Academies within Thomas Telford Multi Academy Trust (TTMAT) and Thomas Telford School (TTS). Further details are contained in the DfE Statutory Guidance, Working Together to Improve School Attendance published 29 February applicable from 19 August 2024. The Guidance should be read in conjunction with this Policy.

Extract from Statutory Guidance applicable from 19 August 2024

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

The Law and day to day processes

Parents have a legal duty to ensure that their child attends school regularly.

There is a strong link between persistent absence and crime.

The law requires that all schools must have an admission register.

Appropriate national attendance and absence codes must be used.

Schools/Academies should only grant leave of absence under exceptional circumstances.

Lateness should not exceed 30 minutes.

Where possible Schools /Academies should hold more than one emergency contact number.

Statutory returns to the LA and DfE must be complied with.

All schools must have an electronic management information system which can be accessed by the DfE.

As a minimum what leaders, staff, pupils, and parents need to understand:

- It should be made clear to all parties that attendance and punctuality, expectations of pupils and parents, including start and close of the day, register closing times and the processes for requesting leave of absence and informing the school of the reason for an unexpected absence are appropriately followed.
- All Schools/Academies should appoint a Senior Attendance Officer.
- All Schools/ Academies should provide contact details of the school staff who pupils and parents should contact about attendance. It is sensible to have a triage system to facilitate for more detailed support where appropriate for complex cases.
- Day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence should be in place for all schools/Academies.
- How to incentivise good attendance.
- Data to target attendance improvement should be readily available for teachers', leaders, and Governors.
- All School/Academies should provide a strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.
- Details of the National Framework for Penalty Notices and when Notices to Improve, penalty notices or other legal interventions will be sought if support is not appropriate (e.g. for a holiday in term time), not successful, or not engaged with.

TTMAT, TTS and Local Governing Boards

All trusts and governing bodies are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.

Multi-academy trust boards and governing bodies of federations are also expected to:

- Share effective practice on attendance management and improvement across schools.
- Monitor attendance patterns.

Local Authority (LA) and Safeguarding Partnerships

The LA and safeguarding partnership have a key role to play regarding attendance.

They are facilitators of wider support. They should provide a minimum support service and be used to support schools. They should have a support team, offer advice, provide family support and if needed take legal action.

It is important that all our schools have a clear understanding of what service the LA can provide and what their expectations are from the schools.

The LA must provide each school with a named point of contact in the School Attendance support team. Each Academy must know the contact details of the named contact.

The LA can apply legal intervention to support schools where appropriate including issuing penalty notices or prosecute.

The LA can provide additional support services and help families which in turn can impact on school attendance.

LAs should communicate with each other when working with cross border pupils.

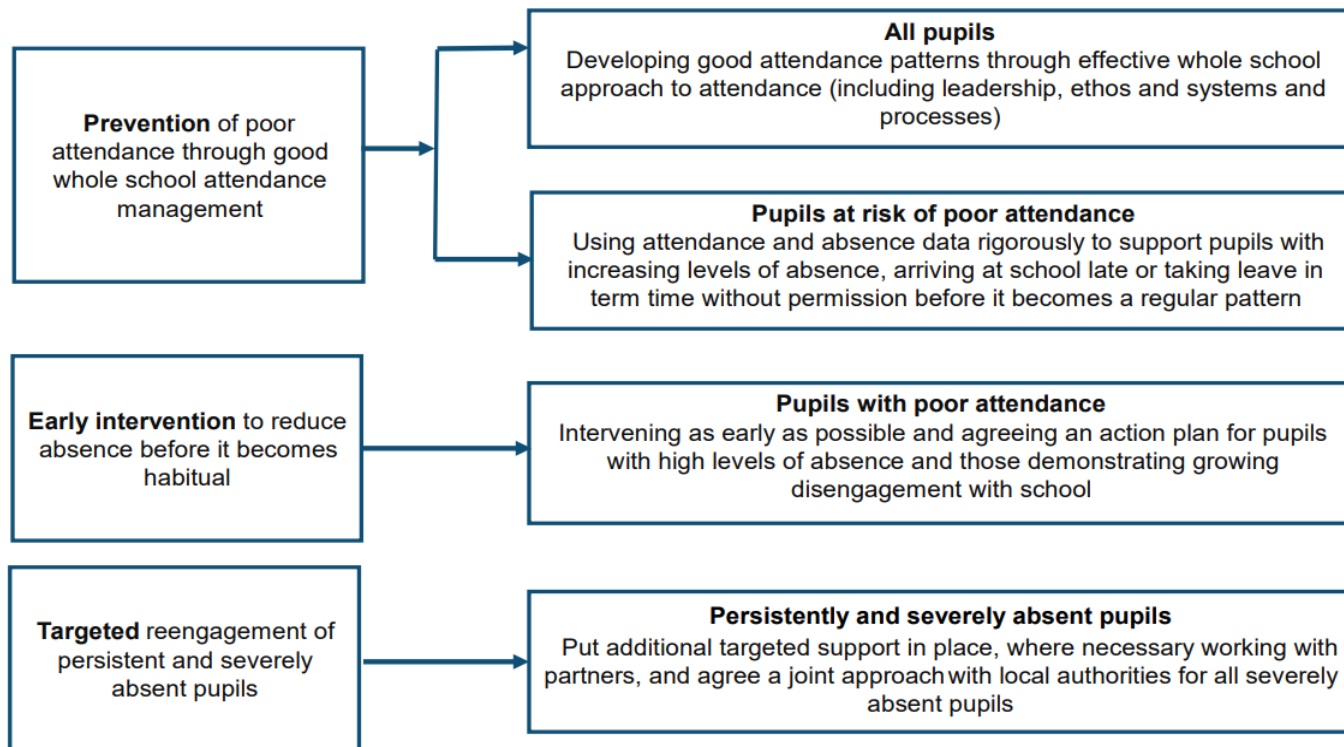
Persistent and severe absence

Targeted support should be in place for pupils who miss 10% or more of school.

Appropriate services should work together to ensure that those pupils with less than 50% attendance should be given top priority.

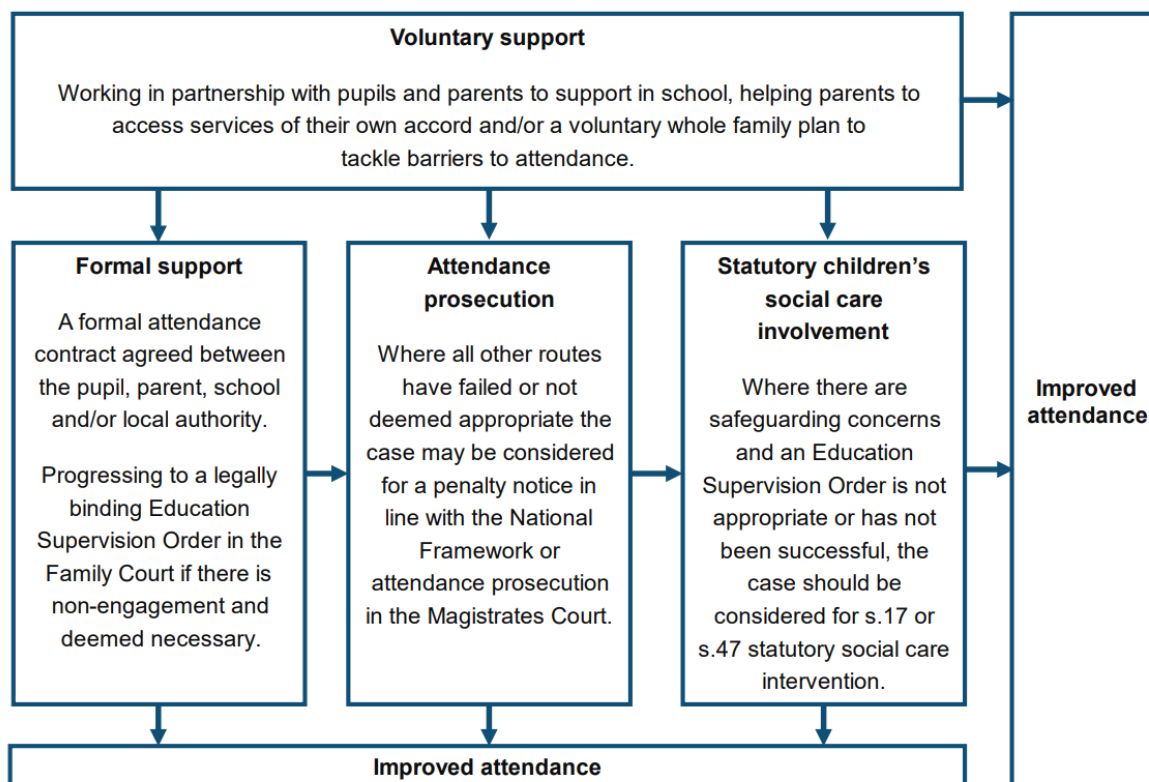
Where partners are unable to impact upon severe absences a full social care assessment should be conducted in line with Keeping Children Safe in Education.

Effective school attendance improvement and management



Extr:

Providing support first before attendance legal intervention



Further details in relation to contracts, Education Supervision Orders (ESO), prosecutions, parenting orders and penalty notices are contained in Statutory Guidance paras 134 to 200.

Headteachers, Safeguarding leads and Senior Attendance officers appointed by Academies should familiarise themselves with legal intervention strategies and ensure that appropriate data is shared regularly with Governors.

Admissions Register

The school admission register must be kept in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. The admission register must be kept electronically.

Deletion of names

Where a school notifies the local authority that a pupil's name is deleted from the admission register, the school must provide the local authority with the following information about the pupil from the admission register:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there.

Off-rolling without following the appropriate procedure, which includes informing the LA must not happen.

All Schools/Academies must follow the updated use of registration codes as follows.

Extract from DfE Statutory Guidance

Code / \: Present at the school / = morning session \ = afternoon session 286. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.

Code L: Late arrival before the register is closed 288. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is marked N but arrives later in the session after the register has closed, the attendance register must be amended to mark them as absent using code U.

Code K: Attending education provision arranged by the local authority 290. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority.

A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. 291. Schools must also record the nature of the provision, examples are: • attending courses at college; • attending unregistered alternative provision such as, home tutoring.

Code V: Attending an educational visit or trip. The pupil is attending a place, other than the school.

Code P: Participating in a sporting activity. The pupil is attending a place for an approved educational activity that is a sporting activity.

Code W: Attending work experience. The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education.

Code B: Attending any other approved educational activity. The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience.

Code D: Dual registered at another school. The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. It is at the discretion of the school to grant leave of absence.

Code M: Leave of absence for the purpose of attending a medical or dental appointment.

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.

Code S: Leave of absence for the purpose of studying for a public examination. Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Code X: Non-compulsory school age pupil not required to attend school.

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. This requires a start and finish date of any agreement and should be short term.

Code C: Leave of absence for exceptional circumstances. All schools are able to grant a leave of absence at their discretion. A leave of absence must not be granted unless there are exceptional circumstances.

Code T: Parent travelling for occupational purposes.

Code R: Religious observance. The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). The school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.

Code I: Illness (not medical or dental appointment). The pupil is unable to attend due to illness (both physical and mental health related).

Code E: Suspended or permanently excluded and no alternative provision made. The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. When a pupil of compulsory

school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where alternative provision is made for the session in question and the pupil is attending it, schools should record this using the appropriate attendance code, or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).

Code Q: Unable to attend the school because of a lack of access arrangements.

Code Y1: Unable to attend due to transport normally provided not being available.

Code Y2: Unable to attend due to widespread disruption to travel.

Code Y3: Unable to attend due to part of the school premises being closed.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention.

Code Y6: Unable to attend in accordance with public health guidance.

Code Y7: Unable to attend because of any other unavoidable cause. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question.

Code G: Holiday not granted by the school.

Code N: Reason for absence not yet established 393. Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence.

If a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to **Code O.** 395. This code is classified for statistical purposes as unauthorised absence.

Code O: Absent in other or unknown circumstances.

Code U: Arrived in school after registration closed.

Code Z: Prospective pupil not on admission register. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

Code #: Planned whole school closure.

Other relevant legislation and guidance

The Education Acts 1996 and 2002

The Children Act 1989 The Crime and Disorder Act 1998

The Anti-Social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020

The School Attendance (Pupil Registration) (England) Regulations 2024

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007, as amended The Education (Information about Individual Pupils) (England) Regulations 2013

The Children and Young Persons Acts 1933 and 1963

The Equality Act 2010

Relevant government guidance

Children missing education

Keeping children safe in education and Working together to safeguard children Special educational needs and disability code of practice: 0 to 25 years

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained schools, academies and pupil referral units in England

Supporting pupils at school with medical conditions

Arranging education for children who cannot attend school because of health needs

Promoting and supporting mental health and wellbeing in schools and colleges

Preventing and tackling bullying Providing remote education.

Some Draft Letters

UNAUTHORISED TERM TIME LEAVE LETTER DATE ADDRESS RE:

Dear

Request for Term-time Absence.

Thank you for your letter requesting term-time leave of absence for xxxxxx on the yyyyyy.

While I understand your situation, I am sorry to tell you that I am not able to authorise your request as it does not meet the Government guidelines for exceptional circumstances.

SUSPECTED HOLIDAY LETTER

Dear

I am writing about absence from school from xxxxxx to yyyyyy.

Due to information received from other sources we believe that this was because to a family holiday. You have not followed the correct procedure for requesting leave of absence during term time and this will be recorded on xxxxxx attendance record.

ATTENDANCE MONITORING SYSTEM LETTER

Dear

Following a recent attendance review I understand that has had authorised absence due to illness and that you called the school to keep us informed. We would just like to let you know how this has affected attendance which is currently at xx% This letter is purely to inform you of the statistics, and I hope you understand that school has a duty to do so.

REVIEW LETTER

Dear

Following a recent attendance review I am writing to advise you that school attendance is causing concern as it has fallen to xx% and as a result we are becoming concerned that yyyyyy is missing a significant part of learning. I have enclosed a copy of attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

REVIEW LETTER REQUESTING MEETING

Dear

I am writing to inform you that xxxxxx attendance is still causing concern. We are very worried that continued poor attendance could affect progress and we need to meet with you. Please could you attend a meeting with me to discuss this matter further on the date and time below. This meeting will give you the opportunity to explain the percentage of attendance and will help the school maintain an accurate picture. If you are unable to attend please let us know so that an attendance meeting can be rescheduled.

Date:

Time:

LETTER CONFIRMING DETAILED AGREEMENTS

Dear

I appreciate that you were able/I am sorry that you were unable to attend/rearrange the meeting scheduled for as requested in my letter dated xxxxxx. It has been noted that attendance is now at xx%. Due to this the following targets need to be met;

- attendance needs to show improvement to 90%+ over the next xxxxxx weeks
- Monitoring period will be xxxxxx to yyyyyy
- Medical evidence is to be supplied to explain absences due to illness.
- Etc

As a parent it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which they are registered, regularly and punctually.

LETTER LATENESS

Dear

I have noted during a recent attendance review that your child is beginning to show a pattern of lateness. It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this. Please note that if your child arrives after registers close this will be recorded as an unauthorised absence.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

REQUEST FOR REMOVAL/DELETION FROM THE SCHOOL ROLL

Parental notice of child(ren) leaving the school and requiring removal from the school roll Please complete as appropriate.

Name of Child(ren):

DOB(s):

Class(es):

Current Home Address:

Current Telephone Number:

Current E-mail Address:

Leaving Date:

Reason for Leaving:

We are moving Date:

New Home Address:

New Telephone Number:

We are moving abroad Date:

New Home Address: Country:

I have registered my child(ren) at another school :

Start Date:

Name of School:

Telephone Number:

I am going to educate my child(ren) at home and have informed the school in writing.

Start date:

Parent/Carer:

Printed Name: