Attendance and Absence Policy

North Kesteven Academy

2024-26

Introduction Date:	Autumn Term 2024
To be Reviewed:	Autumn Term 2026

North Kesteven Academy

Think Excellence

Contents:

Statement of intent

North Kesteven Academy believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some students find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with students and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving student attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our students.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and students.
- Regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

The school's attendance officer is Mrs Natalie Goodacre, and can be contacted via attendance@nkacademy.co.uk. Staff, parents and students will be expected to contact the attendance officer for queries or concerns about attendance.

The senior leader for attendance is Ms Fiona McGrath.

1. Legal framework

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Sharing daily pupil attendance data'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Children Missing from Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Students with Medical Conditions Policy
- Students with Additional Health Needs Attendance Policy

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

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

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments 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

Unauthorised absence:

- Parents 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
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

3. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the academy's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the academy's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the academy.
- Appointing a member of the SLT to oversee attendance.
- Ensuring all parents are aware of the academy's attendance expectations and procedures.
- Ensuring that every student has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring students do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the academy day.

The senior leader is responsible for:

- The overall strategic approach to attendance in the academy.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.

The attendance officer is responsible for:

- Communicating with students and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any student being deleted from the admission and attendance registers unless exceptions apply

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the academy with more than one emergency contact number.
- Updating the academy if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

Students are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

4. Attendance expectations

The academy has high expectations for students' attendance and punctuality, and will ensure that these expectations are communicated regularly to parents and students.

Students will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The academy day starts at 8:45 am, and students will be in their classroom, ready to begin lessons at this time; therefore, students will be expected to be on the academy site by 8:40 am. Students will have a morning break at 11:20 am, which will last until 11:40 am, and a lunch break at 12:40pm, which will last until 1:15 pm – students will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the academy day:

- The morning register will be marked by 9:10 am. Students will receive a late mark if they are not in their classroom by this time. Students attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:30 am. Students will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:15 pm. Students will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:30 pm. Students will receive a mark of absence if they are not present

Class teachers will also take informal registers at the start of each lesson period to ensure that students are attending all timetabled lessons. These registers will be analysed alongside formal registers.

5. Absence procedures

Parents will be required to contact reception via telephone before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one academy day.

Where a student is absent, and their parent has not contacted the academy by the close of the morning register to report the absence, administrative staff will contact the parent via text as soon as is practicable on the first day that the student does not attend school.

The academy will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Request medical evidence as appropriate
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the academy census system.

Where a student is absent for more than three school days in a row, or more than 10 school days in one term, the student's parent will be expected to provide a signed letter with an explanation and medical evidence for the absence(s) in writing, either via an email or letter to the Attendance Officer.

The academy will not request medical evidence in most circumstances where a student is absent due to illness; however, the academy reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer or other allocated member of staff. This could be a personal tutor or member of Inclusion Support for example. The academy will inform the LA, on a termly basis, of the details of students who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a student's attendance drops below 85 percent, the attendance officer will arrange a formal meeting with the student and their parent.

Where a student 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 academy will remove the student from the admissions register if the academy and the LA have failed to establish the whereabouts of the student after making reasonable enquiries.

6. Attendance register

The academy uses Bromcom to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether students are:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances.

The academy will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = Planned whole academy closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstances
- C1 = Leave of absence granted by the academy for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- C2 = Leave of absence for a compulsory school age student subject to a part-time timetable
- H = Authorised holiday
- E = Suspended or permanently excluded but no alternative provision made
- I = Illness (not medical or dental appointment)
- M = Medical or dental appointments
- R = Religious observance
- S = Leave of absence for the purpose of studying for a public examination
- T = Parent travelling for occupational purposes
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another school
- B = Attending any other approved educational activity
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K = Attending education provision provided by the LA
- P = Participating in a supervised sporting activity
- Q = Unable to attend the academy because of a lack of access arrangements
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age student not required to attend school
- Y1 = Unable to attend due to transport normally provided not being available
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend as pupil is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- Z = Prospective student not on admission register

When the academy has planned in advance to be fully or partially closed, the code '#' will be used for the relevant students who are absent. This code will also be used to record year groups who are not due to attend because the academy has set different term dates for different years, e.g. induction days.

Students who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

The academy will share its daily attendance data with the DfE directly from the management information system.

Every entry received into the attendance register will be preserved for six years.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the student and the impact on the student's education into account. The headteacher's decision is not subject to appeal; however, the academy will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The academy will only grant a student a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the academy will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the student can be away from school. The academy is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a student is settling into the academy, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during assessment periods
- When a student's attendance record shows any unauthorised absence
- Where a student's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The academy cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the academy in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment. Parents will be asked to provide evidence of the appointment time e.g. a copy of a letter or an appointment card.

Performances and activities, including paid work

The academy will ensure that all students engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the academy for students engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the student.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the academy. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a student's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Attending an interview for employment or for admission to another educational institution

The academy will usually grant leave of absence where an application has been made in advance by the parent who the student normally lives with and the leave is to enable the student to attend an interview for employment or admission to another educational institution, e.g. university or college.

Study leave for a public examination

The academy may grant leave of absence for a student to study for a public examination and the leave has been agreed in advance with a parent who the student normally lives with.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for students who want to continue to come into school to revise.

Students subject to a part-time timetable

In very exceptional circumstances and where it is in a student's best interests, the academy will grant leave of absence to accommodate for a student on a part-time timetable. In such circumstances, the days on which the student is expected to attend the academy will be agreed in advance.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

The academy will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The academy will define this as a day where the student's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The academy may seek advice from the religious body in question where there is doubt over the request.

Parent travelling or occupational purposes

If a student is travelling with their parent as a result of the parent's trade or business and is therefore unable to attend, the academy will assure itself that this is a genuine reason. Proof will not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given. The parent will be encouraged to ensure that the student can attend a school where they are travelling to, and be dual registered at that school.

8. SEND- and health-related absences

The academy recognises that students with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support students who find attending school difficult.

In line with the SEND Policy and Supporting Students with Medical Conditions Policy, the academy will ensure that reasonable adjustments are made for disabled students to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The academy will secure additional support from external partners to help bolster attendance where appropriate.

Where the academy has concerns that a student's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a student that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a student is unable to attend school for long periods of time due to their health, the academy will:

- Inform the LA if a student is likely to be away from the academy for more than 15 school days.
- Provide the LA with information about the student's needs, capabilities and programme of work.
- Help the student reintegrate at school when they return.
- Make sure the student is kept informed about school events and clubs.
- Encourage the student to stay in contact with other students during their absence.

The academy will incorporate an action plan to help any students with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be

regularly monitored and reviewed until the student is attending school as normal and there has been signs of significant improvement.

To support the attendance of students with SEND and/or health issues, the academy will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Start an EBSA
- Carrying out strengths and difficulties questionnaire as part of the EBSA
- Identifying students' unmet needs through an Early Help Assessment
- Using an internal or external specialist.
- Enabling a student to have a reduced timetable.
- Ensuring a student can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby students can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Tailored support to meet their individual needs.

9. Absence in exceptional circumstances

Exceptional circumstances will include when a student is unable to attend because:

- There is a lack of access arrangements.
- Transport normally provided is not available and the academy is not within walking distance.
- There is widespread disruption to travel.
- Part of the academy premises is closed, and the student cannot be practicably accommodated.
- The whole academy site has been closed unexpectedly.
- The student is in criminal justice detention.
- Public Health guidance or law legislates that attendance is respectively not advised or prohibited
- Any other avoidable cause makes attendance impossible.
- The use of the seven 'Y' codes for exceptional circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there are a lack of access arrangements

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the academy has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of students, and understand the importance of continuity in each student's learning.

Any student with permission to leave the academy during the day must sign out at the reception and sign back in again on their return.

Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, the parent will be notified in order to assess the reasons behind the student not attending school.

The student will be issued with an after-school detention as a sanction for their truancy and will be placed on an attendance card if there is a repeat.

11. Missing children

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

- The member of staff who has noticed the missing student will inform reception immediately.
- Reception will inform Inclusion Support and the member of SLT on walkabout.
- The following areas will be systematically searched by the inclusion team:
    - All toilets
    - Changing rooms
    - The library
    - The academy grounds
- If the student has not been found after 10 minutes, then the parents of the student will be notified.
- The academy will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the student, and the emergency contacts list has been exhausted, the police will be contacted either by the academy, in the event that a family member cannot be contacted, or the parent advised to do so.
- If the missing student has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the student has been located, members of staff will care for and talk to the student to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the student has been located.

The headteacher will take the appropriate action to ensure that students understand 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.

12. Attendance intervention

In order to ensure the academy has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.

- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents.
    - Having a regular tutor review.
    - Engaging with LA attendance teams.
    - Using fixed penalty notices.
    - Creating attendance clinics.

The academy will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the students whom the intervention is designed to target.

The academy will aim to improve attendance in the overall school cohort by acknowledging good attendance in the following ways:

- Attendance awards in year group assemblies – weekly for top tutor group and most improved tutor group; termly for 100% attendance.
- Emails home at the end of each term for 100% attendance (whole year and termly)
- EPraise points
- Epraise achievement

Academy trips and events will be considered a privilege. Where attendance drops below 90 percent, these privileges may be taken away. The academy will develop strategies for ensuring that students with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

13. Working with parents to improve attendance

The academy will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with students and their families about the expectations of academy life, attendance and performance so that they understand what to expect and what is expected of them. The academy will liaise with other agencies working with students and their families to support attendance, e.g. social services.

The academy will ensure that there are two sets of emergency contact details for each student wherever possible to ensure the academy has additional options for getting in touch with adults responsible for a student where the student is absent without notification or authorisation.

The academy will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The academy will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally. Live attendance information is available to parents through the "My Child At School" app, linked to our Management Information System, Bromcom.

If a pattern of absence becomes problematic, the Attendance Officer will work collaboratively with the student and their parents to improve attendance by addressing the specific barriers that prevent the student from being able to attend school regularly. The academy will always take into consideration the sensitivity of some of the reasons for student absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the student's experience in school, e.g. bullying, the attendance officer will work with the Head of Year and any relevant academy staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the academy's control, e.g. they are related to issues within the student's family, the Attendance Officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent absence (PA)

There are various groups of students who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Students who are eligible for FSM
- Students with EAL
- Students with SEND
- Students who have faced bullying and/or discrimination

The academy will ensure it provides support to students at risk of PA, in conjunction with all relevant external authorities where necessary.

The academy will use a number of methods to help support students at risk of PA to attend school. These include:

- Meeting with the student and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the student's parent to discuss progress.
- Assessing whether an EHC plan may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The academy will focus particularly on students who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these students are facing.

Where a student at risk of PA is also at increased risk of harm, the academy will work in conjunction with all relevant authorities, e.g. social services, to support the student in line with the academy's duty of care. The academy will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Legal intervention

The academy will allow sufficient time for attendance interventions and engagement strategies to improve students' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve before a penalty notice is considered.

Where a student reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the academy will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice may be issued in line with the LA's code of conduct and the DfE's Working together to improve school attendance' guidance.

Where attendance still does not improve following a fixed penalty notice, the academy will work with the LA to take forward attendance prosecution as a last resort.

16. Monitoring and analysing absence

The Attendance Officer will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The academy will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The academy cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual students.
- Demographic groups, e.g. students from different ethnic groups or economic backgrounds.
- Other groups of students, e.g. students with SEND, LAC and students eligible for FSM.
- Students at risk of PA.

The Attendance Officer, supported by the SLT, will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Officer will provide regular reports to staff across the academy to enable them to track the attendance of students and to implement attendance procedures. The Attendance Officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The academy will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

17. Training of staff

The academy will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk students as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The academy's strategies and procedures for monitoring and improving attendance
- The academy's procedures for multi-agency working to provide intensive support for students who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting students to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

18. Deletions of names from the admission register

The academy will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A student's name will never be removed for any other reason and the academy is aware that doing so could constitute off-rolling.

The academy will make returns to the LA when students' names are deleted from the admission register. This will be with the exception of students whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the academy is notifying the LA that a student's name is being deleted from the admission register, the following information about the student will be provided:

- Full name
- Address
- The full name and address of any parent the student normally lives with
- At least one telephone number by which any parent the student normally lives with can be contacted in an emergency
- If applicable, the student's future address, the full name and address of the parent who the student is going to live with and the date the student will start living there
- If applicable, the name of the student's other school and when the student began or will begin to attend the school
- The reason under which the student's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered student and their attendance at any given time. Students' attendance will be recorded up until the date that their name is deleted from the admission register.

19. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The academy's attendance target is 96 percent.

This policy will be reviewed every two years by the headteacher. The next scheduled review date for this policy is July 2026.

Any changes made to this policy will be communicated to all relevant stakeholders.

Appendix A
Attendance Monitoring Procedures

1. Attendance is monitored via a tracker which shows weekly attendance percentages. Trends are identified and discussed at a weekly meeting between the Attendance Officer and the Assistant Head for Attendance.
2. The attendance tracker is shared by Heads of Year with personal tutors at fortnightly year briefings.
3. Personal tutors will pass any trends in punctuality or absence to Heads of Year.
4. Contact will be made by text by 10:00am with parents / carers on the first day of absence for any student absence not reported by a parent.
5. If no response to the text by lunchtime, the Attendance Officer and administrators will attempt to contact parent / carer by telephone. If leaving a message this will contain the information that a home visit will be made if there is no response.
6. If there is still no response, a home visit will be made.
7. If student attendance drops below 95%, Personal Tutor will speak to the student to discuss any issues or problems to ascertain how the academy can help to improve their attendance. Attendance Officer will make a call home if applicable.
8. If student attendance drops below 94%, the Head of Year will speak to the student to discuss any issues or problems to ascertain how the academy can help to improve their attendance. Attendance Officer will make a call home if applicable.
9. If student attendance drops below 93%, a letter will be sent home raising concern that attendance has fallen below the academy target of 95%, explaining that a student's absence is now being monitored. This letter will include information about the impact of non-attendance on grades and asking what the academy can do to help remove barriers to improved and good attendance.
10. If student attendance drops below 90%, a second letter will be sent home. Attendance monitored for 2 weeks. If no improvement, parent / carers will be invited in for a meeting to discuss any barriers to improved and good attendance. If parent / carers are genuinely unable to attend or unwilling to co-operate, Attendance Officer will carry out a home visit. Attendance will be monitored for two weeks.
11. If attendance has not improved within the two-week monitoring period or of attendance has fallen rapidly, parents / carers will be invited to a school attendance panel (SAP) with their child's Head of Year. Support will be discussed and targets set for raising attendance. This will be monitored for a further two weeks.
12. If targets are met after the two-week monitoring period, a letter will be sent home with a certificate for the student and 20 Epraise points / Attendance Achievement / Accolade awarded. Monitoring and communication with the family will continue until attendance stabilises.
13. If targets are not met a final written warning will be issued.
14. If in a further two weeks, there is no improvement then a fixed penalty notice will be issued.
15. If there is no improvement, legal proceedings will be instigated.