



SIR ROBERT PATTINSON ACADEMY

Attendance Policy

Reviewed in School: January 2020
Review Date: November 2021

1. AIMS OF THE ATTENDANCE POLICY

- To improve the overall percentage attendance of students at school.
- To make attendance and punctuality a priority for those associated with the schools including students, parents, teachers, associates and directors.
- To provide support, advice and guidance to parents.
- To develop a systematic approach to collating and analysing attendance related data.
- To further develop positive communication between home and school.
- To maintain a system of rewards.
- To work effectively with other services and agencies.

2. POLICY AND LEGISLATION

This policy has been revised in line with the Department for Education: 'School Attendance: Statutory Guidance and Departmental Advice 11 September 2018)
Reducing absence and persistent absence is a vital and integral part of schools' work to:

Promote children's welfare and safeguarding

Ensure every student has access to the full-time education to which they are entitled

Ensure that students succeed whilst at school

Ensure that students have access to the widest possible range of opportunities when they leave school.

This Attendance Policy will comply with statutory policies and inter-relate to Behaviour, Anti-Bullying, Safeguarding, Health and Safety, Equality and Diversity policies amongst others. They will be developed on the basis of best practice and adopted through consultation with all key stakeholders – staff, directors, parents, children and wider community members. The policies will be supported with clear guidance setting out:

Clear lines of accountability

Standards expected including a Code of Conduct and the use of positive language

Clear and just rewards and sanctions

Information and active support for parents and carers who want to know more about how to help their children do well

THE EQUALITY ACT

The Equality Act 2010 (England and Wales) applies to all maintained and independent schools, including Academies, and maintained and non-maintained special schools. In Scotland it applies to schools managed by education authorities, independent schools and schools receiving grants under section 73(c) or (d) of the Education (Scotland) Act. The Act makes it unlawful for the responsible body of a school to discriminate against, harass or victimise a student or potential student:

In relation to admissions,
 In the way it provides education for students,
 In the way it provides students access to any benefit, facility or service, or
 By excluding a student or subjecting them to any other detriment.

Our Equality Policy states our commitment to the promotion of equality and diversity in all areas of school life. In so doing, our aim is to eliminate unlawful discrimination, and to promote equality of opportunity and good community relations. Equality in the context of school life involves all people involved in the development of the school, and covers areas such as:

- Progress, attainment, and assessment;
- Behaviour, discipline, and exclusion;
- Students’ personal development and pastoral care;
- Teaching and learning;
- Admission and attendance;
- Curriculum;
- Staff recruitment and professional development; and
- Partnerships with parents and guardians, and communities.

Legal powers and duties that govern school attendance are outlined in:
 The Education Act 1996 – sections 434 / 458
 The Education (Student Registration) (England) Regulations 2006, Amendments 2010, 2011 and 2013

3. ATTENDANCE: ROLES AND RESPONSIBILITIES

Head Teacher	Responsible for overall running of the school.
Assistant Head Teacher	Responsible for oversight of whole school attendance targets to meet (at minimum) national average. Operational management of the policy. Consider requests for authorised absence; giving approval in advance of exceptional circumstances, taking account of the child’s attendance record to date. Consider the use of a Penalty Notice for unauthorised absence or lateness. Complete witness statements on student absence for court use. Analyse trends in attendance data to identify appropriate action. Ensure data is accurate for the reporting to the Senior Leadership Team and Governors.
Attendance Officer	Oversee day to day attendance procedures. Prepare standard letters requesting reasons for absence when this is unexplained. Prepare letters to inform parents when a child’s attendance is giving cause for concern. Monitor student attendance and take action according to this policy.

	<p>Investigate reasons for absence exploring any underlying cause either at home or in school.</p> <p>Ensure action is taken in response to any difficulties reported.</p> <p>Work in partnership with parents to improve poor attendance.</p> <p>Make referrals as necessary.</p> <p>Work with the Pastoral Leaders towards improved patterns of attendance for referred students identifying the course of action that should be taken.</p> <p>Make referrals to other agencies where appropriate</p> <p>Work with Class Teachers to agree and implement strategies to re-engage students with attendance problems.</p> <p>Compile and update standard letters re: % attendance, notification of reasons for absence, lateness.</p> <p>Manage incentives to encourage regular attendance.</p>
Class Teachers	<p>Prepare and deliver stimulating and enjoyable work for all students.</p> <p>Accurate and prompt registration of students at the start of morning and afternoon sessions.</p> <p>Alert the Attendance Officer of any children who demonstrate an unsettled pattern of attendance or whose attendance pattern changes.</p> <p>Encourage parents and children to attend regularly and punctually.</p>
House Teams	<p>Contact parents when first day of absence contact has not been made either by text or telephone.</p> <p>Collect absence notes and record reasons for absence.</p> <p>Record late arrival and reasons.</p> <p>Ensure reasons for absences are accurately recorded.</p> <p>Update records using agreed codes.</p> <p>Provide attendance reports when requested.</p> <p>Liaise with the Attendance Officer on attendance matters.</p> <p>Complete the annual attendance returns.</p>
Parents	<p>Ensure their child attends daily and on time.</p> <p>Keep the school fully informed on all matters that might affect attendance and their child in school.</p> <p>Telephone school on the first day of any absence to inform school of the reason.</p> <p>Respond to any text or telephone call in regards to absence.</p> <p>Provide a note confirming the reason for absence on the child's return to school if attendance becomes a problem – work with the school to improve matters.</p> <p>Give serious consideration to whether it is appropriate or necessary to request term time absence.</p> <p>Make application for any term time leave of absence prior to proposed dates.</p>
Education Welfare Team	<p>Work closely with school and families to resolve attendance issues.</p> <p>Visit school for meetings at agreed times.</p> <p>Identify, with school, cases of unauthorised absence which necessitate action and advise on responses.</p> <p>Provide written reports to school in the form of consultation sheets.</p> <p>On receipt of a written referral, take appropriate action, which may include:</p> <ul style="list-style-type: none"> • Advice on strategies to improve attendance

	<ul style="list-style-type: none"> • Assessment home visits • Action planning • Agreed time-limited intervention • Attendance at school meetings • Written record of work undertaken • Verbal feedback where appropriate • Written response to referral within 10 days • Liaison with other agencies • Onward referral to other agencies • Preparation of cases for prosecution including sending warning letters • Convening an Attendance Panel • Preparing Witness Statements for Magistrates Court
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4. PARENTS' RESPONSIBILITIES (Please view DfEs Parental Responsibility measures for school attendance/behaviour January 2015)

By law, all children of compulsory school age (between 5 and 16) must get a suitable full-time education. Parents are responsible for making this happen, either by registering the child at school or by making other arrangements which provide an effective education (Section 7 of the Education Act 1996). NB: From September 2015 they will be required to continue until their 18th birthday

1. Parents (or the person with parental responsibility) are primarily responsible for ensuring that children attend and stay at school.
2. Parents should ensure that their children arrive at school on time, correctly dressed and prepared to learn.
3. Parents should avoid, if possible, making non-emergency medical/dental appointments for their child during school hours.
4. Parents keep the school fully informed on matters that affect their child's attendance.
5. Parents inform the school on the first day of absence with an expected day/date of return.
6. If attendance becomes an issue parents will work with the school to improve matters.

Authorised absences include: illness, emergency treatment during school hours.

Un-authorized absences include: looking after siblings, birthdays, shopping, general trips and extreme number of absences that are not supported with medical evidence.

The fact that a parent has submitted a note in relation to a particular absence does not mean that the schools must accept the explanation as a valid reason for absence.

Absence without a valid reason, or where no explanation is offered at all is recorded as unauthorised absence. Parents do not have the right to take their child out of school for a holiday during term time. Any such requests for a planned absence will need to be submitted in writing in advance. SRPA expects one month's notice, and will consider that the leave of absence should be granted only due to '**exceptional circumstances**' at the discretion of the Head Teacher.

Only the schools, within the context of the law, can approve or authorise absence; parents/carers have no authority to sanction their child's absence.

Reporting Absence by Parents

Regular and punctual attendance of students at school is expected, and is strictly enforced. It is both a legal requirement and essential in order for students to maximise

their learning. In case of illness, the schools should be notified by telephone or by e-mail as soon as possible and the student must bring a written explanation of his/her absence to school on their return. If an absence is not confirmed by parents it is assumed that the absence was unauthorised and it is recorded as such.

5. SAFEGUARDING

Safeguarding of pupils is paramount, pupils who are currently a safeguarding concern are prioritised when making attendance phone calls as stated in the Daily Attendance Tasks (Appendix 2).

In the case of a child not returning to school after 5 days leave of absence where no reason has been provided, the school will endeavour to make contact via telephone, write to parents, visit the home and finally when all reasonable strategies have been exhausted, the schools will report the child as missing to the Police (for a Safe and Well Check) and Social Services. If no contact has been made with the schools, the child will be removed from roll after 20 school days absence. (See Section 8: Missing In Education)

Offence of Failing to Ensure Regular School Attendance

There are two offences relating to parental responsibility for ensuring regular attendance at school:

- 1) If a registered student is absent without authorisation from school then the parent is guilty of an offence under section 444(1) of the Education Act 1996
- 2) If the parent knows that their child is failing to attend regularly at the school and fails to cause him/her to do so, they are guilty of an offence under Section 444 (1A) of the Education Act 1996.

Exceptions:

No offence is committed if the parent proves any of the following statutory grounds:

- The student was ill or prevented from attending by any unavoidable cause
- The student's absence was authorised by the schools or, in the case of alternative provision, by a person authorised to grant leave by the schools
- The absence was on a day exclusively set aside for religious observance by the religious body to which the parent belongs
- The local authority are under a duty to provide transport to the school and have failed to do so, or in certain circumstances, that the school is not within walking distance of the child's home and the local authority has made no suitable arrangements for the child's transport to and from school or enabling the child to attend a school nearer to their home
- If the child has been excluded under Section 52 of the Education Act 2002 (as they do not have to attend the school they are excluded from) providing that the child attends alternative provision as directed

- If the child is receiving education otherwise than by regular attendance at school (for example, by home education).
- If the child has no fixed abode and the parent can show that their trade or business requires them to travel, and the child has attended school as regularly as the nature of the trade or business permits, and the child has attended school for at least 200 sessions during the preceding twelve months from the date on which the proceedings were instituted.

Reporting a Pupil not Attending Regularly (PNAR)

This process should be used where:

a pupil has 10 consecutive days of unauthorised absence, in which case:

If any of these apply please complete the Pupils Not Attending Regularly Survey (PNAR). Schools will need their Data exchange username and password.

For additional information please see:

<https://lccdataexchange.lincolnshire.gov.uk/roll-changes-and-child-missing-education>

6. SCHOOL ADMISSIONS REGISTERS & ATTENDANCE REGISTERS

The law requires all schools to have an admission register and an attendance register. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined. Every amendment made to the admission register and attendance register must include: the original entry; the amended entry; the reason for the amendment; the date of amendment; and the name and position of the person who made the amendment.

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

CONTENTS OF AN ADMISSIONS REGISTER

The admission register must contain the personal details of every student in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended. A student can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Student Registration) (England) Regulations 2006.

EXPECTED FIRST DAY OF ATTENDANCE

Schools must enter students on the admissions and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the student will attend school.

REGISTRATION

The student registration regulations govern the admissions and attendance registers that all schools must keep. By law, schools are required to record in the attendance

register - once at the beginning of the morning session and once in the afternoon - whether the student is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to exceptional circumstances as defined in regulation 6(5).

If a student is absent, the register must show whether the absence is authorised or unauthorised. It must also record the nature of any approved, supervised educational activities.

Amendments to the Education (Student Registration) (England) Regulations 2006) The Education (Student Registration) (England) (Amendment) Regulations 2010: This amendment adds a new exceptional circumstance in which a student may be marked as unable to attend on the school attendance register. The amendment is intended to capture circumstances where a local or national emergency has resulted in widespread disruption to travel that has prevented the student from attending school.

It is a legal requirement that teachers complete registers promptly and return them to the school office for their safe-keeping. Registration procedures will be adhered to at all times to ensure the Health and Safety of our students is paramount at all times.

1. The class teacher (or cover teacher) will take registration, recording a 'mark' for each student present at the start of every lesson.

2. Any student who is absent when the register closes will be recorded as late. This policy states that the register will close at 9.30am and 1.30pm.

Up to 30 minutes late = Authorised Late (L code)

31 minutes late = Unauthorised Late (U code) or any other approved absence code

3. Teacher/cover staff are responsible for completing the registers on time enabling the attendance administrator to implement first day calling.

7. CATEGORISING ABSENCE (Visit DfEs website: for Attendance Codes: DfE Sept. 2018)

The school will follow up any absences to;

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to use before entering it on the Management Information System (MIS).

Every half-day absence from school has to be classified by the school (not by the parents) as either authorised or unauthorised.

REASONS FOR ABSENCE

Illness

If a student is absent as a result of illness the absence is authorised; this needs to be confirmed by a parent/carer in writing. If there is doubt about the authenticity of absence attributed to illness, the school can consult with the schools' health service or the student's general practitioner to confirm the condition.

Medical and Dental Appointments

As far as possible, appointments should be made out of school hours. If a medical or dental appointment has to be made during the school day, the school must be informed beforehand, stating the time of the appointment in order that the absence can be authorised. Appointments should be made to miss as little of school time as possible. All students must sign out when they leave schools to attend the appointment, and sign in when they return.

Family Bereavements

The schools recognise that the death of a family member can be a particularly traumatic event and the schools have the discretion to authorise such absences.

Day of Religious Observance

Absence due to participation in a day set aside exclusively for religious observance by the religious body to which the parents belong is authorised by the schools. Advance notice is appreciated.

Minding the House / Looking After Siblings / Looking After Parents

Cases of such absences will constitute unauthorised absence.

Exceptional Circumstances/Special Occasions / Circumstances

It is the responsibility of the schools to determine whether an absence in this category should be authorised or not. Each application would be considered separately.

Absences for social occasions such as birthdays and family outings are unauthorised by the schools.

Planned Absences

The Assistant Head will not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the Assistant Head must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the Assistant Head will determine the number of days a student can be away from school. A leave of absence is granted entirely at the Assistant Head's discretion.

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Application of codes in GO 4 Schools

Deputy heads of year apply the appropriate code in line with information provided by parents or other agencies. This information is then kept in the student file for reference. Class teachers only apply codes for present or absent.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled 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. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence

Absence codes when pupils are not present in school are as follows:**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Pupils

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

Finally the sanctioning of planned absences is undertaken by the Deputy Head Teacher. If permission is not granted and parents take their child out of school, the absences will be recorded as unauthorised.

8. ATTENDANCE STRATEGIES

The schools understand that regular attendance and punctuality should be promoted and celebrated. A range of accolades are delivered in school for children as individuals and at whole class level. Our vision is to inspire children's life-long love of learning, so it is vital that we harness their engagement to the Schools and the opportunities they can offer. Through our dynamic Curriculum, we will give our children every chance to flourish as they want to engage in school learning: during the school day, extra-curricular and in home learning sessions. We understand that students who have responsibility for their own learning and who set their own rules for behaviour are much less likely to truant.

Rewards

We have an effective system of incentives and rewards to acknowledge the efforts of students in maintaining high levels of attendance. Our students will have their attendance recognised within the school rewards system. The schools use a variety of means to encourage and celebrate attendance: Award Assemblies, Newsletters, Certificates and Display in the school environment and acknowledgement on the schools' website.

Attendance Bands System

Band 1: 100% only.

Blue (Rewards, recognition and extended privileges)

No action required. A range of rewards & privileges available and the best chance of your child fulfilling their full potential.

Band 2: 96% and above.

Green (rewards and recognition)

If your child attends school 96% and above of the time they will receive regular positive recognition, a range of rewards and above all the best opportunity to achieve academic success.

Band 3: 92.5 – 95.9%.

Amber 1 (Contact home)

If their attendance is between 92.5-95.9% form tutors will discuss attendance. If your child's attendance falls into this band we will write to you to request you contact the Academy to discuss any barriers to good attendance and offer support to improve attendance. If attendance continues to fall.

Band 4: 90-92.5%

Amber 2 (initial concern)

If your child's attendance falls into band, a letter will be sent inviting you to an attendance concern meeting with the pastoral lead. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set. Your child may also be allocated an attendance mentor.

Band 5: 90% and below

Red 1 (attendance panel meeting)

If your child's attendance falls into this band you will be invited to attend an academy attendance panel meeting. At the meeting will be a member of the academy house team and the Attendance Officer. This is the final opportunity to demonstrate an ability to improve attendance before moving towards the prosecution stage. If this meeting is not attended or rearranged within a reasonable time frame you will be issued with a Penalty notice warning letter.

Red 2 (Local Authority pre-prosecution meeting)

If there are no improvements within the timescale agreed at the Academy Attendance Panel Meeting, we will refer the matter to the Local Authority and may issue a penalty notice warning.

See appendix (iii) for list of attendance letters

9. THE EDUCATION WELFARE TEAM

The Education Welfare Team is responsible for discharging the Local Authority's legal duty to ensure that all registered students of compulsory school age attend school regularly and punctually. If a student fails to attend regularly, and attempts by the school and EWO have failed to ensure a return to regular attendance, then the EWO can take legal action under Section 444 of the Education Act 1996.

The Education Welfare Officers (EWO) attends meetings with the Attendance Officer when deemed to be necessary. The EWO works in partnership with school, staff, parents and other agencies to identify and deal with cases of non-attendance. Strategies used by the EWO when concerns about persistent absence are raised include:

- Telephoning parents and writing to parents
- Arranging meetings between school and parents
- Visiting students' homes
- Liaising with Social Services and other agencies

APPENDIX (i) CHILDREN MISSING IN EDUCATION

All schools (including academies) must inform their local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education
- Have ceased to attend the school and no longer live within reasonable distance of the school at which they are registered
- Have a medical condition certified by the school medical officer that the student is unlikely to be in a fit state of health to attend school
- Are in custody for a period of more than 4 months due to a final court order and the proprietor does not reasonably believe they will be returning to school at the end of that period; or

- Have been permanently excluded

The local authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

SRPA will endeavour to make 'all reasonable enquiries' within our capacity to ascertain the whereabouts of the student/s i.e. telephone calls, letters to parents/carers etc, visit to the home, contact with other involved agencies. We will also consider the safety and welfare of the child at all times and contact with social care and police should be made as soon as such concerns arise.

Further information on Children Missing Education is located in the School Administration Handbook. All children who are Electively Home Educated or Missing Education are now recorded on the Integrated Children's System (ICS) database. The management of these records is carried out by the Inclusion and Attendance team within the School Administration Service.

Notifying the Customer Service Centre (CSC) is the beginning of the process for recording children as Electively Home Educated or Missing Education.

Schools will now be able to contact CSC within 5 school days of a child missing education, but will still be responsible for finding the child until school day 20.

A child is only classed as missing education when the school do not have knowledge of their location. If the child is known to be a resident at an address but is not attending school, this is a school attendance issue which should be addressed through the school attendance officer. It is illegal to remove a child under these circumstances (prolonged absence from school) unless the school have evidence that the parents/carers have secured a place at an alternative educational setting or have withdrawn to home educate.

We will call the following number to notify the CSC that a child is either home educated or missing in education.

Children's Services Customer Service Centre (CSC) Tel: 01522 782111

PROCEDURE FOR REPORTING CHILDREN MISSING EDUCATION

Step 1

Make a call to the Customer Service Centre (CSC) referring a child as missing education. Schools will be asked a series of questions to confirm that they have carried out all reasonable attempts to find the child. Questions include asking the school if they have contacted the family on day 1 and subsequent days, whether the school has written to the family and if a safe and well check has been carried out.

Step 2

CSC will find child on the ICS database or open a new case. They will then ask the following questions to obtain relevant information

Step 3

Questions

1. Have you uploaded the child's record to the S2S lost students database?
2. Do you have any information on the family composition i.e. siblings/family members?
3. Are there any open professional involvements?
4. What was the last known school the child attended?
5. What was the last known date when the child attended school?

6. Are there any known concerns about the child's welfare?
7. Is there an open TAC?
8. Are there any indications of the family's future plans?
9. Does the child have a SEN Statement?
10. What is the family's home type?
11. What makes you think this child is missing in education?
12. Are they known to be Travellers?

Step 4

This information will be accessed by the CME Tracker who will attempt to find the child through a range of internal and external contacts and agencies. Schools will be contacted by the safeguarding and education officer between day 10 and day 20 to confirm that the school have made the recommended checks to locate and encourage the child back to school.

Step 5

If a child is not found in education, a visit will be made to the last known address by a member of the Inclusion and Attendance team who will carry out further investigations

Step 6

If child is still not found in education, a review date for further investigations will be scheduled based on the information gathered. 15

At any point the child is found in education, information is recorded onto the ICS database and case is closed unless the child has the involvement of other agencies.

APPENDIX (ii) ELECTIVE HOME EDUCATION

Elective Home Education (EHE) is the term used by the Department for Education (DfE) to describe the education provided by parents or carers at home, rather than providing education for their children by sending them to school. This is different to home tuition provided by a Local Authority or education provided by a local authority other than in school.

LINCOLNSHIRE'S APPROACH TO ELECTIVE HOME EDUCATION

The aim of LCC Children's Services is to work in partnership with parents who electively home educate to support their right to do so.

LCC believe that:

Every child has the right to education that is suitable to their age, ability, aptitude and any special educational needs they may have.

Parents/carers are the prime educator of their child within or outside the schooling system

Parents/carers who home educate their child have the responsibility to ensure their child is suitably educated - LCC believe that a suitable education is one that primarily equips a child for life within the community of which s/he is a part of and one which prepares them for life in a modern civilised society, enables them to achieve their full potential and be prepared for independence in adulthood.

In formulating a viewpoint of whether the education a child is receiving is suitable to their age, ability, aptitude and any special educational needs they may have, should include a discussion with the child to enable their views to be sought and considered.

Schools are reminded that a child should not be assumed to be electively home educated until a letter has been received from the parents informing them of this decision.

The letter must be sent to the Inclusion and Attendance team via:

EHE@lincolnshire.gov.uk

Some parents may assume that a tutor will be provided if they choose to electively home educate their children. Schools should ensure that parents/carers are fully aware of their responsibilities to home educate their child if they choose this route

LEGAL CONTEXT FOR ELECTIVE HOME EDUCATION

1) Parent's Rights and Responsibilities

The Education Act (1996) *Section 7* states that the parent of a child who is of compulsory school age (5-16) has a legal duty to see that their child receives efficient full-time education suitable to:

His/her age according to ability and aptitude and to any special educational needs s/he may have either by regular attendance at school or otherwise.

2) A parent's right to choose the way in which their child is educated is further strengthened by Section 9 of the 1996 Act which establishes the general principle that:

"So far as is compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure, students are to be educated in accordance with the wishes of their parents."

3) The terms "efficient" and "suitable" education are not defined in law, despite the detailed prescription of expectations in schools. Case law¹ has broadly described an "efficient" education as one that:

"Primarily equips a child for life within the community of which he is a member, rather than the way of life in the country as a whole, as long as it does not foreclose the child's options in later years to adopt some other form of life if he wishes to do so".

4) There are no compulsory subjects for children who are home educated and parents can choose those most appropriate for their child.

5) If a child is currently on the school roll, the parent must inform the school in writing of their intention to home educate.

6) If a child is registered at a school as a result of a school attendance order the parents must get the order revoked by the Local Authority before the child can be removed from the school's register and educated at home.

7) If a child is subject to an Education Supervision Order then the parents must get permission from the Supervising Officer before electing to home educate.

8) In electing to home educate parents do not have to seek the permission of LCC Children's Services, except where a child has a Statement of Special Educational Needs and is registered at a Special School or where LCC Children's Services have a Care Order. If the child is subject to a Child Protection Plan then advice should be sought from LCC Children's Services as soon as possible.

9) Children with Special Needs with or without a Statement can be educated at home. However where a child does have a statement of Special Educational Needs and begins home education, the Local Authority has a legal duty to undertake reviews. This is to ensure that the child's educational needs are met.

DUTY OF HEAD TEACHERS

1) Sections 8 (1) and 13 (3) of 'The Education (Student Registration) Regulations 2006' made it a duty of Head Teachers to inform the Local Authority's Admissions department (prior to removing the child from the school's register) that a parent has confirmed to them in writing that they will now educate their child at home if that is the parents' wish.

2) If a Head Teacher is informed of a parents intention to home educate it is the Policy of LCC Children's Services for the Head Teacher to acknowledge the request of the parent and arrange a meeting with the parent and, if appropriate, the child. The aim of the meeting is to discuss the implications of EHE and to explain about how to return to a state education system in the future, if that is the parents' wish.

3) Flexi-schooling (part-time school attendance) - This part-time schooling is where students are given permission to receive part of their education off-site. This is a matter for schools rather than Children's Services to negotiate with parents but it should be a short-term measure (typically no more than 2 school terms) used in conjunction with a Team Around the Child care plan.

The agreement between home and school clearly identifies:

The days, dates, times when the student is to be in school

The subjects that the school is providing and the ones the parents will deliver

The student will be required to follow the National Curriculum whilst at school but not whilst he or she is being educated at home. This part-time schooling, where students are given permission to receive part of their education off-site, is a matter for schools rather than the local authority to negotiate with parents.

There is no duty on a school to provide 'flexi-schooling.'

It is the school's responsibility to monitor the student's progress where they receive flexi-schooling.

CHILD PROTECTION AND SAFEGUARDING CONCERNS

1) '*Working Together to Safeguard Children*' 2018 states that, 'all agencies and individuals should aim proactively to safeguard and promote the welfare of children. As with school educated children, child protection issues may arise in relation to home educated children. If any child protection concerns come to light in the course of engagement with children and families, or otherwise, these concerns should immediately be referred to the appropriate authorities using established protocols'.

2) The welfare and protection of all children, both those who attend school and those who are educated at home, is of paramount concern and the responsibility of the whole community. School in itself is a protective feature and children who are educated at home may not have access to other trusted adults who can recognise and act if a child is considered to be at risk of harm. Staff who come into contact and provide services to families who home educate must be aware of their role in safeguarding and promoting the welfare of children and young people.

3) Parents who choose to employ other people to educate their child(ren), will also be responsible for ensuring that those whom they engage are suitable persons to have access to their children. Parents should satisfy themselves by taking up appropriate references and/or requesting a potential tutor to consent to a check from the Disclosure Barring Service (DBS Checks)

Appendix iii

Attendance Letter Band 1 – 100% Attendance

At Sir Robert Pattinson Academy, we are committed to improving attendance and punctuality and as part of our attendance and inclusion policy the Academy regularly reviews the attendance of all students.

So far this academic year has achieved 100% attendance and we would like to congratulate them on this excellent achievement.

It has been shown that attending school regularly improves examination outcomes and helps to ensure success when students leave here at 16 or 18. Students with high levels of attendance are shown to make better progress both socially and academically and find school routines and school work easier to cope with. This resilience enhances their learning and prepares them for post-16 study and employment in the future.

As part of the Academy's rewards strategy, this achievement will be recognised in our Attitudes to Learning programme.

If you have any questions or need more information regarding attendance, please contact attendance@srpa.co.uk in the first instance.

Yours sincerely

Mrs R Gilbert
Assistant Head Teacher

Attendance Letter Band 2 – 96% and above Attendance

At Sir Robert Pattinson Academy, we are committed to improving attendance and punctuality and as part of our attendance and inclusion policy the Academy regularly reviews the attendance of all students.

So far this academic year has achieved above 96% attendance and we would like to congratulate them on this excellent achievement.

It has been shown that attending school regularly improves examination outcomes and helps to ensure success when students leave here at 16 or 18. Students with high levels of attendance are shown to make better progress both socially and academically and find school routines and school work easier to cope with. This resilience enhances their learning and prepares them for post-16 study and employment in the future.

As part of the Academy's rewards strategy, this achievement will be recognised in our Attitudes to Learning programme.

If you have any questions or need more information regarding attendance, please contact attendance@srpa.co.uk in the first instance.

Yours sincerely

Mrs R Gilbert
Assistant Head Teacher

Attendance Letter Band 3 – 92.5 – 95.9% Attendance

At Sir Robert Pattinson Academy we are committed to improving attendance and punctuality and, as part of our attendance and inclusion policy, the Academy regularly reviews the attendance of all students.

So far this academic year attendance falls between 92.5 – 95.9%.

It has been shown that attending school regularly improves examination outcomes and helps to ensure success when students leave here at 16 or 18. Students with high levels of attendance are shown to make better progress both socially and academically and find school routines and school work easier to cope with. This resilience enhances their learning and prepares them for post-16 study and employment in the future.

Attendance for the entire academic year	For a student with this attendance, this would equate to absence of:	
100% attendance	0 days	An excellent chance of success
97%	6 days	A good chance of success
96%	8 days	At risk of underachievement
93%	14 days	At risk of underachievement
90%	19 days	Serious risk of underachievement

The attendance of all of our students is monitored weekly by their House team and our Attendance Officer so that we can offer support and interventions where required. Each week off school equates to 2.5% and if their attendance falls below 93% any absences will not be able to be authorised without medical evidence (doctor's note, prescription, medication).

If you have any questions or need more information regarding attendance, please contact attendance@srpa.co.uk in the first instance.

Yours sincerely

Mrs R Gilbert
Assistant Head Teacher

Attendance Band 4 – 90-92.4% and below Attendance

At Sir Robert Pattinson Academy we are committed to improving attendance and punctuality and, as part of our attendance and inclusion policy, the Academy regularly reviews the attendance of all students.

In this half term, attendance falls between 90 – 92.4%. Whilst there may be valid reasons for absence, such as illness, school are still required to address any attendance under 93%.

This is because, from September 2015, the Department for Education have said that pupils with school attendance below 90% are at risk of becoming a ‘persistent absentee’, and will be routinely monitored by both the school and the Local Authority.

It has been shown that attending school regularly improves examination outcomes and helps to ensure success when students leave here at 16 or 18. Students with high levels of attendance are shown to make better progress both socially and academically and find school routines and school work easier to cope with. This resilience enhances their learning and prepares them for post-16 study and employment in the future.

Attendance for the entire academic year	For a student with this attendance, this would equate to absence of:	
100% attendance	0 days	An excellent chance of success
97%	6 days	A good chance of success
96%	8 days	At risk of underachievement
93%	14 days	At risk of underachievement
90%	19 days	Serious risk of underachievement

The attendance of all of our students is monitored weekly by their House team and our Attendance Officer so that we can offer support and interventions where required. Each week off school equates to 2.5% and if their attendance falls below 93% any absences will not be able to be authorised without medical evidence (doctor’s note, prescription, medication).

An attendance panel meeting may be arranged to discuss steps going forward.

We are happy for our students to attend school with minor ailments (e.g. toothache, headache, stomach ache, cold). Over the counter medicines can be given before school and school will contact you if they become too ill to remain in school.

If their attendance falls below 90%, in accordance with Local Authority guidelines, we will refer the matter to the Local Authority and a penalty notice warning may be issued.

If you have any questions or need more information regarding attendance, please contact attendance@srpa.co.uk in the first instance.

Yours sincerely

Mrs R Gilbert
Assistant Head Teacher

Appendix 2

Daily Attendance tasks

Time	Task
8-9 am	<ul style="list-style-type: none">• Take messages off answer phone and input on to GO 4 Schools (Telephone, check who excluded or in isolation) - Reception• Check which staff are absent – Karen Chambers
8.55 am	<ul style="list-style-type: none">• Send message to missing registers from am – PL
9.10 am	<ul style="list-style-type: none">• Send message to missing registers from period 1, supply teachers to send registers to JEL office - PL
9.15 am	<ul style="list-style-type: none">• Run unexplained absences - PL• Prioritise calls to safeguarding and vulnerable list and FPN - PL• Send first day texts and make second day absence phone calls.• Contact TGi and PLs if student absent is on safeguarding list
9.30 am	<ul style="list-style-type: none">• Check late book and add information to GO - Reception• Check second messages or ask for on call if available for missing Period 1 registers
By 10 am	<ul style="list-style-type: none">• Check for errors in am, period 1 and 2 registers PL• Check GO for any internal truants• Contact AHT with list of errors and formulate email for SLT and Year leads for that Morning - PL
10.15 am	<ul style="list-style-type: none">• Send message for missing period 2 registers PL• Double check late book - Reception• Agree home visits – PL
11.35 am	<ul style="list-style-type: none">• Send message for missing period 3 registers - PL
By 12 pm	<ul style="list-style-type: none">• Send morning lates to form tutors, to issue detentions for the next day - PL
1.15 pm	<ul style="list-style-type: none">• Send message for missing period 4 register - PL• Run unexplained pm absences PL and check signing out book - Reception• Flag any unexplained pm absences to SSCs, if on safeguarding list - PL• Contact isolation to check who has been placed in there throughout the day - PL• Check GO for any internal truants
1.15 pm	<ul style="list-style-type: none">• Send second message or ask on call if available
By 1.30 pm	<ul style="list-style-type: none">• Run unexplained pm absences and check signing out book• Flag any unexplained pm absences to SSCs if on safeguarding list• Contact isolation to check who has been placed in there throughout the day• Check GO for any internal truants
2.25 pm	<ul style="list-style-type: none">• Send message for missing P5 register - PL• Check pm 4 and 5 registers for internal truants - PL• Send list of errors to AHT - PL

Weekly task

Tuesday by 4pm attendance information for Assistant Head Teacher. PL

Holiday letters

When a leave of absence form is received for a holiday, a holiday letter is to be sent in response after consideration by the Assistant Head teacher and approved by the Head teacher. Attendance officer to send letter informing of decision.



Sir Robert Pattinson Academy Attendance Bands

100% Only

Band 1

Blue (rewards, recognition and extended privileges)

A range of rewards & privileges available within the house system and the best chance of a child fulfilling their full potential.

Who	What	When
Form Tutor	Positive Recognition & Attendance banding sticker/targets	Weekly in Tutor time
Pastoral Lead	Send Attendance Letter Band 1	At the end of each half term

**96%
and above**

Band 2

Green (rewards and recognition)

A range of rewards & privileges available within the house system and the best opportunity to achieve academic success.

Who	Process	When
Form Tutor	Positive Recognition	Weekly in Tutor time
Pastoral Lead	Send Attendance Letter Band 2	At the end of each half term

Band 3
Amber 1 (contact home)

95.9%
to
92.5%

Who	Process	When
Form Tutor	Discuss with the pupil/issue sticker	Weekly in Tutor time
Pastoral Lead	Monitor weekly as part of the weekly attendance report to identify any potential issues Send Attendance Letter Band 3	At the end of each half term

Band 4
Amber 2 (initial concern)

92.5%
to
90%

Who	Process	When
Pastoral Lead	Meet with Attendance Officer to discuss any concerns Send Attendance Letter Band 4 requesting parental contact	Weekly At the end of each half term
Attendance Officer	Send Initial Concern Letter Monitor percentages Meet with Pastoral Leads weekly to review reporting and identify concerns	First week of new academic year

90% and below

Band 5

Red 1 (Attendance Panel Meeting)

This is the final opportunity to demonstrate an ability to improve attendance before moving towards the prosecution stage. If this meeting is not attended or rearranged within a reasonable time frame a Penalty Notice Warning Letter may be issued.

Who	Process
Pastoral Lead	Update Attendance Tracker fortnightly (percentages, Issues, Action/Support) Attend Attendance Panel Meeting. Any referrals for EHW, TAC, Healthy Minds etc should be made at this point Attend six week review meeting
Attendance Officer	Send Initial Concern Letter First week of new academic year Send Attendance Letter Red 1 inviting parents to an Attendance Panel Meeting Attend Attendance Panel Meeting Medical Evidence should be requested for every absence and a "Medical Passport" issued Inform parents that all absences without medical evidence will be recorded as unauthorised. Monitor percentages Attend six week review meeting Issue Fixed Penalty Warning Notice

Red 2 (Local Authority pre-prosecution)

If there are no improvements within the timescale agreed at the Academy Attendance Panel Meeting, we will refer the matter to the Local Authority and may issue a penalty notice warning.

Who	Process
Attendance Officer	Send Attendance Letter Red 2 Complete Fixed Penalty Notice Refer to the Local Authority

Addendum – COVID 19

Attendance daily tasks

Time	Task
8:00 – 9:00am	Take absence phone calls, check voicemails and absence emails and input on to GO 4 Schools.
9:00am	Check AM registers and email any teacher who has not completed their register.
9:00am	Check which students are in Isolation and update GO 4 Schools with \$ code.
9:10am	Email teachers who have not completed their P1 register, also email teachers of any students missing from their lesson P1 to check they have arrived and see if they were late.
9:30am	Update GO 4 Schools with all late students (including minutes late) then give PL's copy for SOCIAL ISOLATION TRACKER.
10:10am	Check for errors in AM, P1 & P2 registers.
10:10am	Email teachers who have not completed their P2 register, also email teachers of any students missing from their lesson P2 to check they have arrived and see if they were late.
10:10am	Call home for any unexplained absences, prioritising vulnerable students and students who we have safeguarding concerns.
10:30am	Highlight any students that require a home visit.
11:35am	Email teachers who have not completed their P3 register, also email teachers of any students missing from their lesson P3 to check they have arrived and see if they were late.
12:00pm	Send late emails to parents from late register.

1:30pm	Check PM registers and chase up any teacher who has not completed their P4 register.
1:30pm	Check if any students have been added to Isolation and update GO with \$ code.
1:30pm	Email teachers of any students missing from their lesson P4 to check they have arrived and see if they were late.
1:45pm	Send email to parents of all unauthorised absences for that day.
2:15pm	Email teachers of any students missing from their lesson P5 to check they have arrived and see if they were late.
3:15pm	Compose late report and email to teaching staff, JEL & TGI.