Elizabeth Woodville School	
Policy Name:	Attendance Policy
Owner:	Deputy Headteacher
Statutory:	Yes
Date Ratified:	By AIB November 2023
Review date:	Sept 2024

1. Aims

The promotion of positive behaviour and good attendance is the responsibility of the whole school community. Regular school attendance is crucial if EWS students are to achieve their potential and maximise their life chances.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend the academy

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The Academy Improvement Board (AIB)

The board is responsible for:

- Promoting the importance of attendance across the school's policies and ethos
- Making sure leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data for all students and sub-groups
- Monitoring attendance figures for the whole school and on both sites
- Making sure staff receive adequate training on attendance

- Holding the headteachers to account for the implementation of this policy

3.2 The headteacher
The headteachers are responsible for:
- Implementation of this policy at the academy
- Monitoring school-level absence data and reporting it to the AIB
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance on both sites
The designated senior leader is responsible for:
- Leading attendance across the academy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis for all pupils and sub-groups regarding attendance, trends and individual students
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Overseeing intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Nital Shah, South Campus and can be contacted via nital.shah@ewsacademy.org.uk and Rebecca Griffin, North Campus and can be contacted via Rebecca.griffin@ewsacademy.org.uk

3.4 The attendance officers
The school attendance officers are responsible for:
- Ensuring registers are completes and following up on incomplete registers from all staff
- Maintaining the integrity of the registers; updating marks and clearing all 'N' codes
- Receives absence calls & establishes reason for absence and reinforces the importance of good attendance
- Initiates calls home if no call received on day 1 of absence
- Arrange home visits where no contact is made by day 3 of absence, or where a student is deemed vulnerable due to being subject to a Child Protection or Child in Need Plan, a home visit may be made on day 1 of absence, where no contact has been made; this decision will be made in close liaison with he DSL
- Monitors lateness to the academy and reports back to Head of Year of persistent lateness
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent and severe absence
- Advising the headteacher/Deputy Headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- Supporting with the creation and reviews for intervention reintegration plans in partnership with pupils and their parents/carers
- Maintaining the notes in registers and markbooks

The EWS attendance officers are:
North Campus: Scott Duff-Godfrey
Telephone: 01908 563468 Email: scott.duff-godfrey@ewsacademy.org.uk
South Campus: Susan Brown
AO: Telephone: 01908 563468 Email: susan.brown@ewsacademy.org.uk
Alternatively, contact can be made via text massage to 07862 141981 or emails to
ews.attendance@ewsacademy.org.uk

3.5 Head of Year (HoY)

Heads of Year are responsible for:
- Identifies from GO4SCHOOLS their year group attendance and persistent absence, meeting with the designated senior leader responsible for attendance and the Attendance Officer to discuss concerns, reasons for absence, interventions and actions to improve attendance, when required
- Updating GO4SCHOOLS mark books with actions for students in their year group
- Shares the attendance overview in assemblies regularly, promotion good attendance and reduced absences
- Liaises with Form Tutors on caseloads, where GO4SCHOOLS data needs added context
- Intervenes with pupils whose attendance is at risk of falling below 92%, through a meeting with pupils and parents/carers
- Issues an Attendance/Punctuality Report to pupils if their attendance drops below 93%.
- Carries out home visits with another member of the team, if required, as directed by designated senior leader responsible for attendance
- Liaises with the pastoral and ethos team on interventions that might be required to reduce barriers to reducing absence
- Attends any necessary legal meetings with regards to attendance, as directed by designated senior leader responsible for attendance
- Organises awards assemblies that include a focus on attendance and reduced absence

3.6 Form tutors
Form tutors are responsible for:
- Recording attendance on a daily basis, using the correct codes, and submitting this information on GO4SCHOOLS in a timely manner
- Holding conversations with students identified on their form group mark books under 95% on that given week and log any key information in the Tutor Notes section with the date of the conversation
- Praising students through 100% week acknowledgements and adding reward points

3.7 Classroom-based Staff
There is a legal duty to safeguard students, which is why keeping accurate and timely registers is of utmost importance. Classroom-based staff are responsible for:
- Taking accurate and timely registers, alerting key staff where students are missing from lessons/sessions
- Ensuring staff are aware if a student is extracted from the planned lesson for a given reason

3.8 Academy Admin staff (+ student services)
Academy admin staff will transfer calls from parents/carers to the appropriate members of staff in order to provide them with more detailed support on attendance and reducing absences

3.9 Data Manager
The Data Manager will:
- Maintain and generate the data in GO4SCHOOLS mark book, and extract this data to be produced in shared areas at agreed time intervals
- Produce reports or links to students attendance data or profiles

3.10 Parents/carers

Parents/carers are expected to:
- Make sure their child attends every day, on time
- Call the academy to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the academy day

3.11 Pupils

Pupils are expected to:
- Attend every timetabled session on time
- Work with staff to find solutions to removing barriers to reducing absences
- Follow the EWS behaviour policy and values to help maintain a safe and welcoming learning environment

4. Recording attendance

4.1 Attendance registers

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each academy day and once during the second session. It will mark whether every pupil is:
- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:
- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:
- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

<u>Pupils must arrive to the academy by 8.40am on each school day.</u>

The register for the first session will be taken at 8.45am and will be kept open until 9.15am. The register for the second session will be taken at 2.05pm and will be kept open until 2.20pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling the absence line: 01908 563468.

We will mark absence due to physical or mental illness as authorised unless the academy has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the academy will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment. For example, if a pupil has an appointment mid-morning, it is preferable that they attend the academy at normal time and are picked up just before their appointment rather than missing the entire morning. Tutor time is an important part of the academy day.

However, we encourage parents/carers to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary. The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the academy can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:
- Before the register has closed (at 9.15am), students will be marked as late, using the appropriate code.
- After the register has closed (at 9.15am) will be marked as absent, using the appropriate code; **lateness that surpasses the register closing will be logged as un unauthorised absence.**

Consequences for lateness to the academy:

Any student arriving to the academy after 8.45am without an appropriate reason will be issued with a detention.

4.5 Following up unexplained absence

Where any pupil we expect to attend the academy does not attend, or stops attending, without reason, the academy will:
- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, the academy may refer to the local safeguarding boards, or contact the police, if appropriate
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving an education welfare officer

4.6 Reporting to parents/carers

The academy will regularly inform parents/carers about their child's attendance and absence levels. Form tutors will work with their pupils to write their attendance in their planners weekly.

Parents/carers can access their child's detailed attendance through GO4SCHOOLS at any time.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteachers will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteachers' discretion, including the length of time the pupil is authorised to be absent for.

The headteachers will take 'exceptional circumstances' on a case-by-case basis.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible by request to generalenquiries@ewsacademy.org.uk The headteachers may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** may include:
- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the academy will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil is attending educational provision
- Other possible 'exceptional circumstances' where the headteachers may grant authorised absence
- Study leave (if proposed by the headteachers
- Flexi-schooling requests – these must be requested in writing to the headteachers. The headteachers can refuse to allow flexi-schooling; this is different to Elective Home Education.

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

If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:
- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during academy hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (83.33%) over a period of six weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include:

A Penalty Notice payable up to £120 fine without further reference to you for a penalty notice this warning is valid for 12 months.
Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.
Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment.

6. Strategies for promoting reduced absence

EWS recognises the importance of praise and rewards for promotions reduced absences and improved attendance.

See Appendix 3 for the EWS attendance thresholds and actions.

- Form tutors will praise students based on their weekly attendance and provide positive rewards points on a weekly basis.
- Heads of Year will promote and celebrate good attendance in assemblies, providing certificates and other rewards, as appropriate.
- Rewards points may be used towards access to trips and events.
- EWS staff may use other rewards and incentives to promote good attendance and reduced absences such as postcards, letters, and phone calls. (This list is not exhaustive).

7. Attendance monitoring

EWS uses GO4SCHOOLS and FFT Aspire to monitor the daily, weekly and cumulative attendance of all pupils. The Attendance Officers and Senior Leaders analyse regularly the attendance of sub-groups and identify any trends for absences or attendance, taking appropriate actions.

Attendance is reported back to the Leadership Team on a weekly basis and regularly to the AIB.

All staff use CPOMS to report any student concerns; this includes attendance-related concerns.

7.1 Monitoring attendance

The academy will:
- Monitor attendance and absence data weekly and half-termly, termly and yearly across the academy and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected daily and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average, and share this with the AIB.

7.2 Analysing attendance

The academy will:
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The academy will:
- Provide regular attendance reports to key staff through GO4SCHOOLS and other academy leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at the academy
- Provide access to wider support services to remove the barriers to attendance

8. Children missing in education/Children absent from education

The academy recognises the importance that all children are entitled to full time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

KCSIE 2023 provides guidance on the safeguarding matters liked to absences. It states that **children being absent from school repeatedly and/or for prolonged periods**, as well as children missing education, can act as a warning sign of potential safeguarding issues. Early intervention is essential to help prevent the risks of a child going missing in future. **Children missing education** are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

The DSL and Attendance Lead will monitor unauthorised absence, particularly where children go missing on repeated occasions. Elizabeth Woodville School will follow the details set out in the NSCP procedure 'Children missing Education' to report and respond to incidents of children missing from the academy. We will also comply with the guidance in Keeping Children Safe in Education (2023 update).

All staff should be aware that children being absent from the academy, particularly repeatedly, and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. EWS safeguarding training will ensure that staff are aware of the academy's unauthorised absence procedures and children missing from education procedures.

9. Policy Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Deputy Headteacher. At every review, the policy will be approved by the AIB.

10. Links with other policies

This policy links to the following policies:
- Child protection and safeguarding policy
- Behaviour policy

All EWS policies can be found on our website: https://www.ewsacademy.org.uk/home/about-us/statutory-information/policies/

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed *These will be internally labelled as authorised or not authorised

Code	Definition	Scenario
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the academy
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	The academy has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the academy
Unauthorised absence		

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the academy
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	Th academy is not satisfied with reason for pupil's absence
U	Arrival after registration (9.30am)	Pupil arrived at the academy after the register closed, and will be in receipt of an unauthorised absence on their attendance record as the student was not in the academy before the register closes at 9.30am
Code	**Definition**	**Scenario**
X	Not required to be in the academy	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	The academy site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the academy
#	Planned academy closure	Whole or partial academy closure due to half-term/bank holiday/INSET day

Appendix 2: The Impact of Absences

Regular attendance matters, 100% attendance is the aim and this will give the best possible start in life. Pupils who miss school frequently can fall behind with their work and do less well in exams. Good attendance also shows potential employers that a young person is reliable.

Research suggests that pupils who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime. Below is a table showing how children's percentage attendance equates to the amount of school time missed.

Attendance during one academic year	Equivalent days	Missed lessons

95%	10	50
90%	20	100
85%	29	145
80%	39	195
75%	49	245
70%	59	295
65%	68	340

It is also important to arrive at the academy on time. If a child arrives late to the academy every day, their learning begins to suffer. Below is a table showing how being late to the academy every day over an academic year adds up to lost learning time over one academic year.

5 minutes late	3 days lost
10 minutes late	6.5 days lost
15 minutes late	10 days lost
20 minutes late	13 days lost
30 minutes late	19 days lost

17 days absent in an academic year could mean a drop of one GCSE grade in all subjects

At EWS we want all of our pupils to feel happy, safe and secure at the academy. We want to make sure our young people receive day to day or additional support to attend the academy and engage in their learning. Parents and carers are by far the most important influence on children's lives and learning and it is parents and carers who are responsible for making sure their child is educated.

Appendix 3: EWS Attendance Thresholds

Attendance Percentage	Lessons Missed	Responses	Acknowledgement / Success

100 – 97%	4 days 20 lessons	1. Tutors celebrate during registration and write weekly attendance in planner 2. Tutor acknowledgements given (100% weeks) 3. Tutor monitor attendance weekly. 4. Reward students' improvement in attendance via reward points or address students whose attendance is at risk of falling below 97%. 5. Tutor conversation on return to the academy .	1. 100% week acknowledgements 2. Reward Points provided for weekly attendance. Weekly rewards. 3. Year group competition rewards. 4. Points towards rewards trips/events
96.9 – 93%	9 days 2 weeks 45 lessons	1. Weekly monitoring and tracking of attendance, communicated to tutors and heads of year and HOY and tutor reward improvement in student's attendance. 2. Address students whose attendance is at risk of falling below 95% via conversation with student and parent by HOY or tutor. 3. Tutor/HOY to contact parents via; email or phone call and write weekly attendance in planner 4. Daily absence tutor conversations 5. Attendance team to contact parents of students in which attendance is at risk of falling below 95% via at risk letter. (See Attendance Policy)	1. 100% week acknowledgements 2. Reward Points provided for weekly attendance. Weekly rewards. 3. Year group competition rewards. 4. Points towards rewards trips/events
92.9 – 85%	14 days 3 weeks 70 lessons	1. Head of Year to monitor, reward improvement in student's attendance. Address students whose attendance is at risk of falling below 92% 2. Tutor addressing attendance via conversation and add to G4S and write weekly attendance in planner 3. Head of Year, AHT/DHT parental Contact; letters, emails and phone calls 4. Attendance officer medical evidence request 5. Tutor / HOY/ Attendance team daily Attendance Monitoring. 6. Attendance Team identifies at risk students, Letter 1 or 2 sent	1. Acknowledge 100% weeks with rewards points. 2. Contact made with parents acknowledging improvements

84.9 – 80%	28 days 5 weeks 140 lessons	1. Head of Year/AHT/DHT to monitor, reward improvement in student's attendance. Tutor to write attendance in planner 2. HOY/AHT/DHT to make Parental Contact; letters, emails and phone calls 3. Attendance/Pastoral Team Home Visits 4. Students on attendance report until over 92% 5. Safeguarding Home Visits where appropriate 6. HOY/AHT/DHT PCM meeting 7. Attendance officer prepare pupil case file for those under 90% 8. HOY/AHT/DHT meetings to address concerns with key students through LM meetings. 9. If PCM not successful referral made to EIPT .	1. Acknowledge 100% weeks with reward points. 2. Acknowledgment letter for reaching 92% - 94.9%
Below 80%	38 days 8 weeks	1. Head of Year and AHT to monitor, reward improvement in student's attendance. Tutor to add attendance in planner	1. Acknowledge 100% weeks with Parker points and tutor points. 2. E postcard sent to parents acknowledging improvements

	190 lessons	2.Address students whose attendance continuing to fall below 90% 2. SLT and Head of Year attendance Panel for those students who can get out of PA 4. Increased home visits and parent/career contact. Safeguarding Home Visits where appropriate 5. Referral to EIPT 6. Attendance Team update pupil case file 7. Referral to be made 8. Letter 1 and 2 sent to students. 9. Parent contracts 10. Student attendance report, monitor every 2 weeks. 11. AHT Attendance and EIPT officer attendance panel for those who can not get out of PA 12. EIPT officer preparation for prosecution	3. Acknowledgment letter for reaching 90%