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# ATTENDANCE POLICY



### Document Control

<b>This document has been approved for operation within:</b>	Coal Clough Academy
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## 1.0 INTRODUCTION

### Coal Clough Academy Attendance Policy

At Coal Clough Academy we recognise that attending school regularly has a positive impact on learning, progress and therefore provides the best life chances for the students. We will encourage good attendance for all students, by offering an environment in which students feel valued and part of the school community.

*DFE guidance states that all academies should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an Attendance Policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.*

Good Attendance is important because:

- Statistics show a direct link between underachievement and absences below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, schoolwork, and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary, secondary, and higher education, employment, and training.

## 2.0 AIMS

- To ensure the school's statutory, legal obligation is met
- Promote a culture across the school which identifies the importance of regular and punctual attendance
- Make attendance and punctuality a priority for all those associated with the school; including students, parents/carers, teachers and governors
- Further develop positive and consistent communication between home and school
- To assist in the early detection of attendance issues so that a variety of agencies can become involved to support pupils and their families
- That all pupil attendance, absence and punctuality is regularly monitored. Pupils whose attendance begins to cause a concern will be tracked and monitored by the Family Liaison & Attendance Coordinator
- Provide parents / carers with details on attendance and punctuality in pupil reports
- Report to parents / carers on how a pupil is performing in school, what his/her attendance and punctuality rate is and how this relates to his / her academic attainment

### 3.0 PERSISTENT ABSENTEEISM (PA)

We expect all students to achieve a target attendance of 95%. A student becomes a 'persistent absentee' when they miss 10% or more of their schooling across the school year for whatever reason.

#### Penalty Notice

Parent/Carers can be issued with Penalty Notices if pupil who has been excluded contravenes the details set out in the Exclusion Letter as to their whereabouts during the first 6 day exclusion.

Parents may be issued with a penalty fine or prosecuted over unauthorised absences sessions and this can include unauthorised leave of absence or any other session of unauthorised absences.

### 4.0 COAL CLOUGH ACADEMY ATTENDANCE PROCEDURE

#### Day 1:

Contact the parent/carer by telephone and record the details of the conversation. If there are any details regarding the length of time a pupil may be absent this will also be recorded. If no contact is made this is also recorded. A home visit will take place if no contact is made with a pupil or if their overall attendance falls below 85%. If, after several attempts are made to gain access to the pupils' home, we are unsuccessful, then a card will be left stating the date and time we called and a number to contact. The card will also state that if the pupil does not attend tomorrow that a further visit will take place.

#### Day 2:

As above.

#### Day 3:

As above (If pupils are dual rolled, a referral to their commissioning school will be made.

#### Day 4:

A telephone call and letter will be sent home to request a meeting at school. The meeting will include pupils, parents, the family liaison & attendance coordinator. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance.

#### Day 5:

If there has been no contact for 5 days and all of the above procedures have been implemented, the Family Liaison & Attendance Coordinator will make a referral to the CME (Children missing from education) team. All home visits undertaken by the Family Liaison and Attendance officer, are done so under the guidelines of the "Lone Working Policy

## 5.0 LATENESS

The school opens at 08:00 and form time begins at 08:45 until 09:15 to allow students to be registered and ready to work in classrooms, any students arriving after 09:15 will be classed as Late and will receive (L) mark in the register. 5 or more sessions marked as (L) will initiate a meeting with the Attendance Manager.

## 6.0 ILLNESS AND OTHER LEGITIMATE REASONS

If the pupil is unfit for school, parents are asked to contact the school on the first day of absence by 9.00am. Absences will not be authorised without this procedure. In exceptional circumstances, further evidence of a child's illness, such as a doctor's note, may be requested.

Other reasons for absence must be discussed with the school each time; notes will not necessarily be accepted as providing valid reasons. It is not appropriate for the school to authorise absences for shopping, looking after younger children, day trips, birthdays, etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which take place during school time. However, medical appointments should be made for out of school hours whenever possible.

## 7.0 LEAVE OF ABSENCE

Government legislation, The Education Regulations (Pupil Registration, 2013) clearly supports full attendance in school, and as such Coal Clough Academy in the majority of cases, will not authorise leave of absences during term time. There are however a few exceptional circumstances, but parents should be aware that there is no right to such leave; if granted, it is at the sole discretion of the Headteacher.

If a parent or carer wishes to request a leave of absence, they should make a written request to the Headteacher 4 weeks in advance. The school will arrange a meeting between the parents/carers and Headteacher, where the request can be discussed in detail if necessary. Coal Clough Academy cannot grant such leave retrospectively. Any leave taken without prior agreement will be recorded as unauthorised. Unauthorised absence may lead to parents being issued with a penalty notice or being prosecuted in magistrates' court.

Coal Clough Academy will consider any request for leave on an individual basis, but leave will be granted only in truly exceptional circumstances.

Leave would not normally be granted where:

- There are or have been concerns about attendance
- There are concerns about attainment and progress
- There is limited ability to catch up on any work missed
- There are any impending tests, exams or significant school events

- There has been a frequency of any other requests for leave

#### Monitoring, Analysis, Action Planning

Coal Clough Academy will use electronic systems for monitoring attendance at both individual student and whole school level. This will enable patterns and trends to be identified and actioned appropriately.

## 8.0 ROLES AND RESPONSIBILITIES FOR ATTENDANCE AT COAL CLOUGH ACADEMY

#### Parents:

- Ensure children attend regularly and punctually
- Contact school on the first day of absence
- Avoid holidays in term time wherever possible and apply in advance if in school time
- Attend attendance meetings in school
- Participation in Parenting Contracts and Common Assessment Framework and co-operate in support and interventions offered by Coal Clough Academy or other agencies

#### Students:

- Attend school/registration punctually
- Co-operate and participate in interventions and support offered by school or other agencies
- Participate in attendance breakfast clubs to enhance attendance

#### Family Liaison & Attendance Coordinator:

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Monitor school progress and patterns with regard to school attendance
- Take overall responsibility for ensuring the school confirms to all statutory requirements in respect of attendance
- Input and update the attendance registers in line with statutory guidance
- Regularly identify and monitor student, class and whole school attendance and punctuality levels, particularly that of vulnerable groups
- Regularly communicate student attendance and punctuality levels to parents/carers
- Provide appropriate attendance data to staff
- Produce letters and certificates as appropriate and required
- Update the SIMs system with all relevant data regarding absence and interventions for attendance
- Liaise with external agencies such as EHE and CME

#### Form Tutors

- Take a register each day

- Address reasons for student absence
- Ensure that the importance of attendance is high profile with the form group

#### All Staff

- Provide a welcoming atmosphere for students and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any students' concerns
- To see students' attendance as the responsibility of all school staff
- Participate in training regarding school systems and procedures

#### Governors

- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy

## 9.0 POLICY IMPACT ASSESSMENT

This policy has been scrutinised to ensure that there is no potential adverse impact of the application of this policy to pupils from a variety of ethnic and minority backgrounds.

To ensure the success of this policy every member of staff will make attendance a priority and convey to the pupils the importance of their education.

#### Record Preservation:

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registrations will be preserved as electronic back-ups. (SIMS)

## 10.0 COAL CLOUGH ATTENDANCE TIERS

Coal Clough Academy recognises that it is important to support students and families to understand the importance of attending education. These tiers are to highlight the support that will be offered to all students.

## 11.0 COVID-19 DFE UPDATES – AUGUST 2020

#### The recording of attendance

Attendance registers will be marked in line with the DfE statutory guidance and as detailed in our main Whole School Attendance Policy. During this academic year, there will be the use of an additional code X. This will be used to record situations when students are:

- Self-isolating
- Household isolation



- Quarantine
- Local lockdown arrangements
- Students with medical evidence from a consultant advising against school attendance due to pre-existing health concerns

This code does not count as present or absent on the student's attendance record.

Students testing positive for COVID-19 will be marked as Ill in the school attendance register. This is an authorised absence.

#### Sanctions for failure to attend school regularly

The DfE have indicated that sanctions will now be used to address non-attendance at school. As a school, we will continue to offer as much support as is reasonable to prevent the need for such an approach. However, when needed legal interventions as detailed on page... of the Whole School Attendance Policy will be used.

#### Leave requests

The usual school policy applies which requires a request in advance of leave. Parents should also consider the consequences of potential quarantine on school attendance.