



All Saints'  
Academy  
Cheltenham

## **Policy Name: Attendance Policy**

**Links to other policies:** Safeguarding and Child Protection Policy, Equal Opportunities Policy for Students, Behaviour Policy, Anti-Bullying Policy, SEN Policy

## **Covid-19 Annex:**

### **Interim Safeguarding arrangements during the coronavirus outbreak.**

(June 2020)

#### **Introduction**

This annex to the Academy's Attendance Policy sets out the Academy's arrangements for attendance monitoring as part of safeguarding and protecting the welfare of its students during the Coronavirus outbreak. The Academy will follow DfE and Public Health England guidance at all times and will update this annex as and when necessary to do so. Significant changes will be communicated to parents, students and staff.

Except where interim arrangements are set out within this annex, the remainder of this policy remains in force.

Where conflict occurs between this annex and the main body of the Attendance Policy, the annex will take precedence.

### **Department for Education: Actions for Schools during the coronavirus outbreak.**

June 2020

#### **Attendance**

From 15<sup>th</sup> June 2020, identified groups of students in Years 10 and 12 will attend the Academy on days planned by the Senior Leadership Team, as well as the group currently attending (made up of the children of key workers, students with EHCPs and vulnerable students). Learning will be provided in spaces that allow for appropriate social distancing and hygiene routines as set out in the Academy Risk Assessment.

Expectations regarding attendance and routines within the Academy will be communicated to parents and carers, students and staff.

Those expected to attend each day will be registered in line with DfE guidance issued in June 2020. <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form#register>

Absence of students expected to attend will be checked and followed up by the Attendance Welfare Officer each day. Any safeguarding concerns will be referred to the DSL/safeguarding lead for the day.

#### **What should educational settings, local authorities and social workers be doing to track and encourage the attendance of vulnerable children and young people?**

There is an expectation that vulnerable children and young people will continue to attend educational provision, where it is appropriate for them to do so.

In circumstances where a parent or carer does not want to bring their child to an educational setting, and their child is considered vulnerable, the social worker (where appropriate) and educational setting should explore the reasons for this, directly with the parent/carer. Where parents/carers are concerned about the risk of the child contracting the virus, the school or social worker should talk through these concerns

with the parent/carer following the advice set out by [Public Health England](#). Educational settings should notify the child’s social worker (where relevant) where the child does not attend school.

Where applicable, designated safeguarding leads and/or equivalent staff should keep under review their lists of vulnerable children and young people who should be attending provision. Providers are encouraged to share their lists of vulnerable children and young people who should be attending provision with their local authority. Education providers, social workers, local authorities and other professionals will want to work together to ensure adequate and appropriate arrangements are in place to keep in touch with vulnerable children and young people (whether they are attending provision, or not attending for an agreed or non-agreed reason), such as by letter, phone or visit. To support this, education settings should take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Local authorities and educational settings do not need to complete their usual day-to-day attendance processes. To minimise the burden on educational settings, the Department for Education is collecting data on the attendance of vulnerable children differently.

## **All Saints’ Academy**

### **Childcare Provision in school:**

The Academy has offered provision for all pupils with EHCPs, social work and early help involvement, parents who are critical carers or key workers and those that leaders felt to have a vulnerability that required greater monitoring, during the partial school closures. This provision will continue to be offered as schools re-open.

### **Safeguarding the most vulnerable families:**

The safeguarding and welfare of pupils is paramount at All Saints’ Academy.

- A DSL is always on site or available by telephone or email.
- Staff follow the guidance in KCSIE 2019 (Keeping Children Safe in Education).
- Pupil contact details are regularly updated. This includes having two emergency contacts for each child.
- Registers are shared with the Local Authority as required to monitor the attendance of vulnerable groups.
- Weekly welfare phone calls are taking place for those vulnerable children who are not in school. Staff sensitively explore the barriers to children attending the Academy.

## **Contents**

<b>Covid-19 Addition.....</b>	<b>2</b>
1. Introduction.....	4
2. Attendance Legislation .....	4
3. Aims.....	5
4. Expectations .....	5

5. How All Saints’ Academy manages attendance .....	7
6. School Systems and Procedures to promote good Attendance and Punctuality .....	8
6.1 Registration .....	8
6.2 During Lesson .....	8
6.3 Use of Data .....	8
6.4 Data is required to monitor:.....	9
7. All staff have a role to play in encouraging students to attend regularly .....	9
8. Authorised and Unauthorised Absence .....	10
9. Holiday Absence .....	10

## 1. Introduction

The policies of All Saints’ Academy, with its distinctive Anglican and Catholic traditions, exist to support the Sponsors’ vision, Christian ethos and values that are embedded in the day-to-day and long term running of the Academy. Each policy evidences the commitment of the Sponsors to developing Body, Mind and Spirit.

## 2. Attendance Legislation

2.1 Under section 7 of the Education Act 1996 the parent is responsible for making sure that their child of compulsory school age receives efficient full time education that is suitable to the child’s age, ability and aptitude and to any special educational needs that the child may have. This can be regular attendance at school or by education otherwise.

2.2 If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996 and can be served with a penalty notice by an authorised officer, which includes a Principal. Full payment of the penalty discharges the parent from liability for conviction following a prosecution.

Regular attendance at school is a prerequisite for student achievement. Absence whether it is long term, frequent or occasional leads to missed experiences and may cause fractured social relationships which encourage an increased pattern of non- attendance. *“School have a responsibility to engage pupils in learning and to promote attendance” DFES Publication –Tackling it together*

- 2.3 As an educationally inclusive academy, we constantly monitor and evaluate the progress each of our students make. All Saints' Academy is keen to work in partnership with students, parents and outside agencies to support all families and ensure students make progress with their education and life beyond education. We recognise that students who are absent will miss important educational opportunities which will affect their grades. The Academy is committed to the principles stated in our Attendance Policy.
- 2.4 We recognise that the relationship between the attendance and achievement of our students is inextricably linked.

We believe that all students benefit from the education we provide and, therefore, from regular school attendance. In order to achieve this, we will take appropriate action to ensure that all students achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

### **3. Aims**

3.1 The Academy aims to ensure that:

- All students receive a full-time, faith based education which maximises opportunities for achieving their full potential.
- We provide a welcoming, caring environment, so that each member of our community feels safe, valued and included.
- All students have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.
- Action is taken where necessary to secure an improvement in attendance.

3.2 It is recognised that:

- The majority of students want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- Students and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Students who attend and/or make significant improvements need to be rewarded and recognised.
- It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act).

### **4. Expectations**

4.1 The Academy expects that all our students will:

1. Attend every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence.
2. Arrive on time - Students are expected to be on site by 8.30am in preparation for Meet Greet and Pray at 8.40am. The register will remain open for 20 minutes at the start of each session. The morning register officially closes at 9:00am and any pupil arriving after this will require a reason for their lateness and school will take the decision as to whether the absence is authorised or unauthorised. Students who arrive late twice or more in one week will serve a one hour detention. Parents may be issued with a penalty notice by the LA if their child is repeatedly late. Students are also expected to arrive promptly to afternoon registration.
3. Students are expected to arrive appropriately prepared for the day, as stated in our Home School Agreement which parents are asked to sign when their child starts school.
4. Students are expected to be aware of their own attendance percentage and take responsibility for it. This will include target setting for improvement.
5. Students must report to Reception to sign in if they arrive late. This is a Health and Safety requirement.
6. Students authorised to leave site during the day must sign out.

#### 4.2 The Academy expects that parents/carers will:

1. Fulfil their legal responsibilities and ensure their child attends school.
2. Notify the Academy on the first day and every following day of absence if their child is ill.
3. Respond to any text sent daily, indicating why their child is absent or late.
4. Provide evidence of illness if requested. (If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. It is at the Academy's discretion whether **ANY** absences are authorised.)
5. Contact the Academy at an early stage about any concerns they have about their child's attendance.
6. Work with school in resolving any issues that may be having an impact on their child and their attendance.
7. Endeavour to keep health appointments out of school hours when possible. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.
8. Recognise that the Academy will be concerned when any child fails to meet the attendance target and work with us to improve their child's attendance.

#### 4.3 Parents and students can expect the following from The Academy:

- close monitoring of attendance.
- regular, efficient and accurate recording of attendance.
- early contact on the first day of absence when a student is away without explanation.
- monitoring of lateness and action taken for repeated lateness to school. i.e. detentions/ Penalty Notice .
- referral of specific attendance issues to pastoral staff and supporting agencies where appropriate.
- support for parents and students to achieve the target attendance %.

#### 4.4 The Academy encourages full attendance by:

- consistent, clear communication with parents and students about the importance of regular, prompt, attendance.
- setting targets for improved attendance and sharing these with Governors, parents and students.
- the accurate completion of registers at the start of each morning and afternoon session, and at the beginning of each teaching session.
- rewarding good attendance in a variety of ways.

#### 4.5 The Academy responds to non-attendance by:

- contacting parents on the each and every day of absence. Contact will be by text or telephone or a home visit. If there has been no reasonable explanation for the absence the absence will be coded as unauthorised.
- where a pattern of non-attendance is emerging, the Attendance Welfare Officer in school will investigate.
- the parent/carer is invited to attend a school meeting to work with Pastoral Staff to help resolve the difficulties, support from school or agencies will be offered.
- where intervention is not successful, parents and students may be invited to attend an Attendance Improvement Meeting.
- when other strategies have failed to have an effect, information will be referred to the Education Entitlement and Inclusion Team who will consider prosecution under Section 444 of the Education Act 1996.

### 5. How All Saints' Academy manages attendance

- 5.1 When there are concerns regarding a student's attendance, the escalation system will be implemented. All students whose attendance is below 90% will be monitored by the Attendance Welfare Officer daily.
- 5.2 **Stage 1 Below 95% attendance** - Tutor to meet with student to discuss absence. Details of discussion recorded on SIMS and sent to Progress Leader.

**Stage 2 92-95% attendance:** Progress Leader contacts parents/carers to discuss should there be a further period of absence.

**Stage 3 Below 92% :** Attendance meeting with Progress Leader, student and parent/carers to discuss support to improve attendance. Targets are set and monitored for a defined period – review can be brought forward should there be a further reduction in attendance. Penalty Notices and Prosecution discussed.

**Stage 4 Targets set in Stage 3 Meeting not reached:** Attendance Improvement Meeting (AIM) with Student, parents/carers and Attendance Welfare Officer, chaired by Vice Principal. Support and further targets set and monitored for a defined period. Notification given that absence due to sickness without medical evidence will be treated as unauthorised. Penalty Notices and Prosecution discussed.

**Stage 5 AIM Review Meeting:** Review Meeting with student and parents/carers, chaired by Vice Principal and Attendance Officer. If there has been no improvement in attendance, a referral to the Educational Entitlement and Inclusion Service will be made with a request to initiate legal proceedings.

**Dependent on the level of concern, a student can be placed on any stage of the procedure at any time.**

## **6. School Systems and Procedures to promote good Attendance and Punctuality**

### **6.1 Registration**

The accuracy of the register is of paramount importance both to provide a solid foundation for analysis of absence and to support any statutory interventions that may be required. It is imperative that the data entered is accurate and that there is a mark for every student. Every student must fall into one of three categories of: present, absent or late. We all have a duty of care and are responsible for safeguarding students; therefore it is vital that the information is accurate.

### **6.2 During Lesson**

All staff are responsible for completing electronic registers for every lesson. If a student is present they are marked with /, if they are absent with N, if they arrive late they are marked with L and staff record minutes late.

NB. When a student arrives after the electronic register has been “saved and sent”, staff must remember to resend the amended register as soon as possible.

### **6.3 Use of Data**

The efficient and speedy collection of the data is essential to the development of effective strategies for action. At All Saints’ Academy we have a Red /Amber/ Green system of identifying those students whose attendance is falling below an acceptable level. This



information is used by staff weekly to ensure intervention takes place and should be used by all Tutors to inform their discussions with students.

**6.4 Data is required to monitor:**

- Individual absence and lateness to both Academy and lessons
- Patterns of lateness and absence and the identification of trends by:  
Year groups, Seasonal patterns, patterns and nature of unauthorised absence , Vulnerable groups e.g. SEN, EAL, LAC, FSM, PP

6.5 All staff need to be alert to changes in attendance patterns and raise any concerns with the student's Tutor who will investigate. Teachers concerned about a student's poor attendance should check with pastoral support staff and the Attendance Welfare Officer and then contact the parent to discuss their concerns if necessary.

**7. All staff have a role to play in encouraging students to attend regularly.**

**7.1 Tutors**

- Inform students of importance of attendance and consequences of non-attendance.
- Set individual student attendance target to monitor & record in Student Handbook.
- Speak to students who have missed lessons to ensure they can catch up.

**7.2 Progress Leader**

- Liaise with Attendance Officer regarding students likely to fall into PA.
- Identify students causing concern.
- Set termly individual student attendance target.
- Inform parents and invite to a meeting.
- Follow the process for referral to LEA.
- Monitor all students whose attendance is below 92% and consult with Attendance Welfare Officer
- Contribute to Attendance Improvement Pan for those students who become persistent non-attenders.
- Liaise with external agencies about students causing concern.
- Organise celebration events for good/improved attenders in their Year.
- Work with parents and other external agencies as appropriate to raise attendance percentage.
- Highlight/update attendance at year team meetings/assemblies.

**7.3 Attendance Welfare Officer**

- Check all absences daily.

- Work with the lowest attenders.
- Ensure all routines related to improving attendance are followed .
- Identify concerns where new students have poor attendance.
- Work with families that are reluctant to engage with Academy staff.

## 8. Authorised and Unauthorised Absence

8.1 Authorised absence is where All Saints’ Academy accepts there is good reason for absence. An authorised absence requires communication from the parent/carer. Any student whose parent does not provide a reason for absence will be deemed to have truanted, a sanction given and the absence recorded as unauthorised.

8.2 Unauthorised absence is any absence which does not fall into the following categories

- Absence due to illness or other unavoidable cause
- An absence for religious observance sanctioned by the religious body to which the parents belong
- There is no acceptable transport and the school is not within walking distance
- Situations where the school authorises absence
- Only All Saints’ Academy can authorise a student’s absence, and the Academy is not obliged to accept the explanation offered as a valid reason.

## 9. Holiday Absence

9.1 Avoid any holidays during term time as these will not be authorised, unless the Principal is satisfied that there are exceptional circumstances.

9.2 If a parent wants to take a child out of school for a holiday, they must fill in a ‘Leave of Absence Form’ informing of the date of any proposed absence. This form includes a clear warning that holidays in term time are rarely approved and referral to the LA Education and Entitlement service will be actioned if necessary. The Principal will only authorise planned absence in exceptional circumstances. If a parent takes a child on an unauthorised holiday in term time, this will be referred to the LA and a penalty notice may be issued to each parent for each child without warning. The definition of a parent in education law is broader than the definition in legislation. The ‘parent’ in this case does not need to be named on the birth certificate and could be, for example, the birth parent’s current partner if they are involved in the day to day care of the child.

If you require clarification please contact the Academy Attendance and Welfare Officer on 01242 711203.

Signed: \_\_\_\_\_

\_\_\_\_\_ Date: \_

Chair