Elevate
Attendance Policy

V	Author	Dated	Status	Agreed by Trustees
1	Compliance Officer	19.07.2018		19.07.2018
2	Head of Governance & Safeguarding and School Improvement Team	01.10.2022	To bring it in line with DFE Guidance 2022	18.10.2022
3	Head of Governance & Safeguarding and School Improvement Team	01.09.2023	To bring in line with KCSIE 2023	12.10.2023
4	Head of Governance & Safeguarding and School Improvement Team	01.09.2024	To bring it in line with DFE Guidance 2024	

Improving Attendance is Everyone's Business

Elevate Multi Academy Trust (Elevate) has agreed this Policy and as such, it applies to all academies within the trust.

Individual academies use this policy with their own sections duly filled in.

References to 'the Head teacher' includes the Executive Head teacher, Head teacher or acting Head teacher as appropriate.

Monitoring Arrangements
This policy will be reviewed as guidance from the local authority or DfE is updated, annually by Elevate's Head of Governance and Safeguarding and the School Improvement Team.

Purpose and Intent
We aim to meet our obligations with regard to school attendance through our whole-school culture and ethos that values good attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and also including:

- Setting high expectations for the attendance and punctuality of all children;
- Promoting good attendance and the benefits of good attendance;
- Ensuring every child has access to full-time education to which they are entitled;
- Building strong relationships with families to ensure children have the support in place to attend school;
- Acting early to address patterns of absence;
- Reducing absence, including persistent and severe absence

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- Keeping Children Safe in Education

- Mental health issues affecting a pupil's attendance: guidance for schools

This policy complies with Elevate's Funding Agreement and Articles of Association.

Links with Other Policies

- Child Protection and Safeguarding Policy
- Behaviour and Anti Bullying Policy
- SEND Policy

Roles and Responsibilities

The Board of Trustees is responsible for **s**etting high expectations of all trust and academy leaders, staff, children and parents.

In accordance with the Scheme of Delegation they have delegated areas of responsibility to:

Elevate Standards Committee who will:

- Make sure academy leaders fulfil expectations and statutory duties, including:
  - Making sure all academies in the trust record attendance accurately in the register, and share the required information with the DfE and local authorities;
  - Making sure all academies in the trust work effectively with local partners to help remove barriers to attendance, and keep them informed regarding specific children, where appropriate.
- Recognise and promote the importance of school attendance across the trust's policies and ethos;
- Make sure the trust has high aspirations for all children, but adapts processes and support to children's individual needs;
- Monitor attendance figures for the whole trust and repeatedly evaluating the effectiveness of the academies processes and improvement efforts to make sure they are meeting children's needs;
- Share effective practice on attendance management and improvement across the trust and providing regular opportunities for staff from different academies to come together, learn from each other and share resources;
- Hold the head teachers to account for the implementation of this policy;
- Identify and monitor attendance patterns across the trust's academies to identify common issues and barriers and share effective practice between academies.

Link Trustee: Attendance will come under the auspice of the Safeguarding trustee.

The LGB who will

- Ensure their academy's attendance management processes are delivered effectively, and that consistent support is provided for children who need it most by prioritising staff and resources;

- Ensure their academy has high aspirations for all children, but adapts processes and support to children's individual needs;
- Monitor attendance figures for their academy and repeatedly evaluating the effectiveness of the academy's processes and improvement efforts to make sure they are meeting children's needs;
- Ensure staff receive adequate training on attendance, including with teachers from across the trust, as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance;
    - That absence is almost always a symptom of wider issues; ○ The academy's legal requirements for keeping registers; ○ The academy's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Regularly review and challenge attendance data and help academy leaders focus improvement efforts on individual children or cohorts who need it most, through termly attendance review meetings with their academy;
- Where the academy is struggling with attendance, monitor their academy's comprehensive action plan to improve attendance;
- Make sure the academy's attendance management processes are delivered effectively, and that consistent support is provided for children who need it most by prioritising staff and resources;
- Monitor their academy's goals or areas of focus for attendance and provide support and challenge;
- Make sure all staff receive adequate training on attendance, including with teachers from across the trust, as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance ○ That absence is almost always a symptom of wider issues ○ The academy's legal requirements for keeping registers ○ The academy's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific children, where appropriate
- Make sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

Link governor: Attendance will come under the auspice of the Safeguarding link governor.

The Head Teacher who will

- Implement this policy at their academy;
- Monitor academy-level absence data and report it to governors;
- Support staff with monitoring the attendance of individual children;
- Monitor the impact of any implemented attendance strategies;

- Issue fixed-penalty notices, where necessary and/or authorising the deputy head to be able to do so;
- Work with the parents of children with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for children with SEND, including where school transport is regularly being missed, and where children with SEND face inschool barriers;
- Communicate with the local authority when a child with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the child's needs;
- Communicate the academy's high expectations for attendance and punctuality regularly to children and parents through all available channels.

The Trust Attendance Lead

The trust attendance lead is responsible for:

- Driving attendance improvement across the trust;
- Working more intensively with academies who require support to improve attendance;
- Acting as a central contact point for academies with attendance queries;
- Liaising with the DfE's regional teams for advice about wider support programmes;

The trust attendance lead is Mrs Spittal and can be contacted via the school office or email: Headteacher@hwfed.co.uk.

The designated senior leader responsible for attendance shall:

- Lead, champion and improve attendance across the academy;
- Set a clear vision for improving and maintaining attendance;
- Evaluate and monitor expectations and processes;
- Have a strong grasp of absence data and oversight of absence data analysis;
- Regularly monitor and evaluate progress in attendance;
- Establish and maintain effective systems for tackling absence, and making sure they are followed by all staff
- Liaise with children, parents or carers and external agencies where needed;
- Building close and productive relationships with parents to discuss and tackle attendance issues;
- Creating intervention or integration plans in partnership with children and their parents or carers;
- Deliver targeted intervention and support to children and families. Designated
- Senior leader details are set out in Appendix 1.

The Academy Attendance Officer shall

- Monitor and analyse attendance data;
- Benchmark attendance data to identify areas of focus for improvement;
- Provide regular attendance reports to academy staff and report concerns about attendance to the designated senior leader responsible for attendance.
- Work with education welfare officers to tackle persistent absence;
- Advise the head teacher when to issue fixed-penalty notices; Attendance
- Officer details are set out in Appendix 1.

Academy Teaching Staff

All class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 2), and submitting this information to the academy office by 9:00am/1:10pm on the same day.

Academy Office Staff shall

- Take calls from parents about absence on a day-to-day basis and record it on the academy system;
- Transfer calls from parents to the head teacher/Attendance Officer in order to provide them with more detailed support on attendance.

Parents

Where this policy refers to a parent, it refers to the adult the academy and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not;
- All those who have parental responsibility for a child or young person;
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them).

Parents 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;
- Keep to any attendance contracts (HWFED Parental Agreement) that they make with the academy and/or local authority;
- Seek support, where necessary, for maintaining good attendance, by contacting the Headteacher who can be contacted via the school office or email: headteacher@hwprimaryschools.org

Children shall

- Attend every day unless there are reasons such as illness, specific family circumstances or other extenuating factors which preclude this;
- Arrive on time at the start of school
- Be punctual to lessons within the school day.

Recording Attendance Attendance Register

- The academy will keep an electronic attendance register, and place all children on this register;
- The academy will take an attendance register at the start of the first session of each school day and once during the second session.

See Appendix 1 for academy times.

The Register Shall Contain

- Specific personal details of every child in the academy; Along
- with the date of admission or re-admission to the academy;
- Information regarding parents and carers; Details of the school
- last attended.

Retention: We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every child 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.

Each Academy will also Record

- For children of compulsory school age whether the absence is authorised or not;
- The nature of the activity if a child is attending an approved educational activity;
- The nature of circumstances where a child is unable to attend due to exceptional circumstances.

DFE Codes: Appendix 2 sets out the DfE attendance codes.

Unplanned Absence

The child's parent or carer must notify the academy of the reason for the absence on the 1st day of an unplanned absence by calling the Academy Office staff. **See Appendix 1 for times.**

The academy will mark absence due to 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 is in doubt, the academy may ask the child's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. They will not ask for medical evidence unnecessarily.

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

Planned Absence:

Leave of Absence Form Appendix 3

Attending a medical or dental appointment will be counted as authorised if the child's parent notifies the academy in advance of the appointment.

However, the academy encourages parents or carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

The child's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Following up an Unexplained Absence

Where any child the academy expects to attend the academy does not attend, or stops attending, without reason, the academy will:

- Call the child's parent or carer on the morning of the 1st day of unexplained absence to ascertain the reason. If the academy cannot reach any of the child's emergency contacts, 2 members of staff may visit the home or contact other external agencies;
- 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(s) for which the pupil was absent;
- Call the parent and 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 or the police;
- Where appropriate, offer support to the child and/or their parents to improve attendance;
- Identify whether the child needs support from wider partners, as quickly as possible, and make the necessary referrals;
- Where support is not appropriate, not successful, or not engaged with: [issue a notice to improve, penalty notice or other legal intervention (see below), as appropriate] See flow chart below.

Reporting to Parents and Carers

The academy will regularly inform parents and carers about their child's attendance and absence levels.

Lateness and Punctuality

It is important that children arrive at school on time to avoid missing key learning, information and the impact on routines and relationships. Punctuality is monitored and may be subject to FPN (fixed penalty notices) for persistent lateness to school. **Further details of timings for the academy day are clearly set out in Appendix 1.**

DfE Guidance: https://www.gov.uk/government/publications/working-togethertoimprove-school-attendance

A child who arrives late:

- Before the register has closed will be marked as late, using the appropriate code;

After the register has closed will be marked as absent, using the appropriate code.

Authorised and Unauthorised Absence

Approval for Term-Time Absence

The head teacher will allow children to be absent from the academy site for certain educational activities, or to attend other schools or settings.

The head teacher will only grant a **leave of absence** to a child during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the head teacher's discretion, including the length of time the child is authorised to be absent for.

We define 'exceptional circumstances' as including:

- Family Bereavement including the funeral of a parent, grandparent or sibling;
- Sudden loss of housing (up to a maximum of 3 days);
- Weddings of parents and siblings;
- An absence for an agreed religious observance by the religious body to which the parents belong;
- Children of service personnel who are about to go on deployment;
- Situations where the academy authorises absence, e.g., special occasions such as theatre/sporting/musical performance;

Leave of absence will not be granted for a child to take part in protest activity during school hours.

DFE: 'Generally, the DFE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.' Therefore, as a leave of absence will only be granted in exceptional circumstances, a leave of absence will NOT be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least **7 days** before the absence, and in accordance with any leave of absence request form, accessible via the school office.

The head teacher may require evidence to support any request for leave of absence. Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments;

- Religious observance: where the day is exclusively set apart for religious observance by the religious body to which the child's parent(s) belong (s). If necessary, the academy will seek advice from the parent's religious body to confirm whether the day is set apart;
- Parent(s) 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 child is attending educational provision;
- If the child is currently suspended or excluded from the academy (and no alternative provision has been made)

Other reasons the trust may allow a child to be absent from the academy site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the academy;
- Attending another school at which the child is also registered (dual registration);
- Attending provision arranged by the local authority;
- Attending work experience;
- If there is any other unavoidable cause for the child not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the academy premises are closed.

Sanctions

Our trust will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case by case basis.

Penalty Notices

The head teacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the academy issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks);
- Whether a penalty notice is the best available tool to improve attendance for that child;
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution;
- Whether any obligations that the academy has under the Equality Act 2010 make issuing a penalty notice inappropriate;

Each parent who is liable for the child's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same child, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the academy has notified the parents that the child must not be present in a public place on that day). These penalty notices are not included in the National Framework, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the academy may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the child attends school.

They will include:

- Details of the child's attendance record and of the offences;
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996;
- Details of the support provided so far;
- Opportunities for further support, or to access previously provided support that was not engaged with;
- A clear warning that a penalty notice may be issued if attendance does not improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis;
- A clear timeframe of between 3 and 6 weeks for the improvement period;
- The grounds on which a penalty notice may be issued before the end of the improvement period.

Strategies for promoting attendance

We are committed to working with families to ensure that all children attend school every day. To promote and celebrate school attendance they will include

Celebrate each classes attendance figures on our half termly newsletter

- Share attendance target for the whole school and what our current percentage of attendance is.
- Share your child's attendance with you on a termly basis

Supporting Children who are absent or returning to school

Children absent due to complex barriers to attendance

Our approach is to work with families to identify the barrier to attendance and then apply internal support such as:

- Access to Breakfast Club
- Discussing appropriate transport to school
- Seeking support from suitable agencies e.g. Early Help

Children absent due to Mental or Physical ill Health, Medical Conditions or SEND

Parents should be encouraged to work with the academy and local authority to help them understand their child's barrier to attendance and engage with the support offered.

Academies: Maintain the same ambition for attendance and work with parents and children to maximise attendance by ensuring the academy; ○ Arranges a meeting with parents and children to offer support; ○ Gathers information around the aspects of concern for attendance; ○ Creates a support plan around the aspects of concern; ○ Ensures support is in place to address -

- Nurture provision
- Personalised intervention
- Additional adult support
- Relationship development
- Emotional check ins
- Reduced time in school
- Therapeutic support
- Sensory diets
- Counselling
- Adapted teaching and activities
- Others – List

○ Reduces time in the academy for the child if needed initially to reduce anxieties and complete:

- Part time/flexi time documentation
- Ensure support is in place for the child and family
- Initiate internal and external support for the child and family
- Refer for additional support

○ Aims to increase time with support for the child;

○ Monitors the situation and track the progress for the child;
○ Ensures joined up pastoral support, put in place additional support and make necessary adjustments, such as an individual healthcare plan if applicable – ensuring the provision is clearly outlined in the plan;
○ Consider and connect with additional support from wider services, external partners and make timely referrals;
○ Once people are involved ensure the support is included in the plan; ○ Regularly monitor data for such groups; ○ Demonstrate an increase of attendance through the support provided

The Trust: to regularly review attendance data and help focus support on a child's needs.

Where a child has an education health and care (EHC) plan and their attendance falls, or the becomes aware of barriers to attendance that related to the child's needs, the academy will inform the local authority.

Children returning to the academy after a lengthy or unavoidable period of absence

Reintegration meeting with family and child/ren and any other agencies involved.

Attendance Monitoring

The academy shall:

- Monitor attendance and absence data (including punctuality) on a half-termly, termly and yearly basis across the academy and at an individual child year group and cohort level; Specific pupil information will be shared with the DFE on request.

Data will be collected each term 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 trust will benchmark its attendance data at whole trust, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board and trustees

Analysing Attendance

The academy will:

- Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance;
- Identify children whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence;
- conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends;
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns;
- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice between academies.

Using Data to Improve Attendance

The academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis;
- Provide targeted support to the children it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families;
- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with children and families and to the governors and school leaders (including SENCOs, DSLs and pupil premium leads) ;
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies;
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a child's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific children, where appropriate.

Reducing Persistent and Severe Absence

Severe and Persistent Absence:

Persistent absence is where a child misses 10% or more of school. and severe absence is where a child misses 50% or more of school. Reducing persistent and severe absence is central to the trust 's strategy for improving attendance.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of children who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to ○ discuss attendance and engagement at school; ○ Listen, and understand barriers to attendance; ○ Explain the help that is available; ○ Explain the potential consequences of, and sanctions for, persistent and severe absence;
  - ○ Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority where relevant;
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these children. In doing so, the academy will sensitively consider some of the reasons for absence; Implement sanctions, where necessary.

Effective Partnerships with outside Agencies and the Local Authority

Elevate and its academies work alongside other agencies, North Yorkshire and Leeds local authorities to bring about the best resolutions for children with attendance issues.

Part-time Timetables

Elevate and its academies recognise that in very exceptional circumstances, where it is in a child's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. This will usually be because of an outcome of a SEND review, PEP review in the case of a Looked After Child, a Team Around the Child (TAC) or Early Help Assessment (EHA), and only when other options have been explored.

Statutory Guidance on the use of part-time timetable and exclusions is very clear:

"In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual need. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a reintegration package. A part-time timetable must not be a long-term solution. Any pastoral support

programme or other agreement must have a time-limit by which point the pupil is expected to attend full-time or be provided with alternative provision."

Elevate recognises that a child should not be put on a part-time timetable purely *because* of their special educational need as this may constitute discrimination.

Part-time timetables will only be used in very limited circumstances for children not able to attend an Elevate academy on a full-time basis, for example:

- Where there are behaviour difficulties, and the academy is using a part-time timetable as an intervention to avoid suspension, part of a pastoral support plan (PSP) or a planned reintegration package.
- Where a child has a short-term medical condition that prevents full time attendance for a time limited period.

It does not refer to children whose curriculum has been modified but are still attending.

Part-time timetables are used to enable the academy to address a child's social emotional mental health needs with the goal of reintroducing them to full time learning. They are only in place for the shortest time necessary and must not be treated as a long-term solution. A clear time scale should therefore be identified on the plan. The academy will work towards full reintegration at the earliest opportunity – depending on the circumstances and at the professional judgement of the Head teacher, this may be done incrementally by increasing the contact over time.

Objectives of a part-time timetable should be clearly understood **and agreed** from the outset by all stakeholders and reviewed at least fortnightly in partnership with parents and children. A parent and carer must consent to the part-time timetable and be clear that they are taking responsibility for the child when they are not in school.

When considering or implementing a part-time timetable we take into consideration the wider safeguarding implications for the child.

Part-Time Table should be discussed with SEND needs where specific needs are impacting on attendance. Support will be offered to enable the timetable to reach full time in an appropriate time scale.

We ensure that a child absent, under these conditions, has their absence recorded as authorised.
A Trust model part-time timetable and consent form is used by Head teachers in all cases and is available in the staff operational guidance to this policy.

Flow Chart for Following up Un-expected Non-Attendance

Academy Office to contact parent and carers.

If necessary, to use all emergency contacts provided.

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If contact has NOT been made the Office admin will immediately inform the Head/DSL/attendance lead

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Head/DSL to make assessment of risk based on exisiting vulnerabilities and potential risks/harm

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If still no contact made, the DSL may consider a home visit (thre must be at least 2 members of staff) where possible and inform any existing agencies involved with the family/child

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If home visit is not suitable or unsucessful and the academy are unable to estabish the safety of the child they will :

* refer to police for a welfare check; or

* the MAST Team where there is a risk of significant harm.

Appendix 1

Hackness and Wykeham Church of England Schools

Academy Statement

Hackness & Wykeham Church of England Schools follow all aspects of the attendance guidance outlined in Elevate's Attendance Policy.

In addition to the above we adopt the following local academy specific arrangements:

Times

- Children must arrive in school by 8:50am at Wykeham and 8:40am at Hackness on each school day;
- The register for the 1st session will be taken at 8:55am at Wykeham and 8:45am at Hackness and will be kept open until 9:10am at Wykeham and 9:am at Hackness – not longer than 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.

Attendance Personnel / Key Contacts

Staff contacts:

If your child is going to be absent from school you must contact our Office Team before (8:30am) on the day of absence and every subsequent day of absence following this.

Our office team can be contacted via the following methods:

- By Phone: Hackness 01723 882212 Wykeham 01723 862413
- By Email: hacknessadmin@hwprimaryschools.org (Hackness)
  wykehamadmin@hwprimaryschools.org (Wykeham)

The Attendance Officer is the Headteacher and can be contacted:

- By Phone: School Office at either school (see above)
- By Email: headteacher@hwprimaryschools.org

The Designated Safeguarding Lead is Mrs Thorp and can be contacted:

- By Phone: School Office
- By Email: headteacher@hwprimaryschools.org

Request for Leave of Absence: Any requests for leave of absence should be submitted by completing our Application for Leave of Absence During Term Time form.

Leave of absence will only be granted in exceptional circumstances. It is highly unlikely a leave of absence will be granted for the purposes of a family holiday.

Where a child's attendance becomes a cause for concern, our Attendance Officer will contact the family to explore any support required in order to improve attendance levels.

Procedures and Support

The Academy will, in addition to Elevate's Attendance policy:

- Monitor attendance daily by class teachers and our office team. Weekly reviews of attendance data are used to identify any children whose attendance could be a concern.
- Expect all of our children to follow our Behaviour Code. Good attendance and punctuality is part of those. This relies on the support of our children's families to encourage this positive attitude to school attendance and punctuality.
- Ensure that our concerns are shared with families where a child's attendance rate begins to fall and cause concern, and do whatever we can to work together as school and home to see improvements in attendance.

Attendance Concern	Action
Where child's attendance falls below 90%, they will be classed as persistently absent. Being persistently absent equates to 1 or more days of lost schooling every fortnight.	The academy will continue to work to support the family to improve their child's attendance as above. Where all attempts by the Academy to improve a child's attendance have been made but there is little or no improvement other options such as Parenting Contracts, Fixed Penalty Notices and Education Supervision Orders will be considered.

- It is important that children arrive at school on time to avoid missing key learning, information and the impact on routines and relationships.

The academy opens at 8:35am at Wykeham and 8:30am at Hackness

Children should be in class by 8:50am at Wykeham and 8:40 at Hackness every morning.

Children arriving after this time will be recorded as late. Punctuality is monitored and may be subject to FPN (fixed penalty notices) for persistent lateness to school.

At 9:00am) classroom doors are closed, **any children entering school after this time will need to enter via the main academy entrance and will be recorded as late**.

The academy day ends at 3:20pm at Wykeham and 3:10pm at Hackness and it is expected that families model the same punctuality to collect children at the end of the school day.

If all avenues of support have been facilitated by the academy, the local authority, and other partners, and the appropriate educational support or placements (e.g., an education, health, and care plan) have been provided but severe absence for unauthorised reasons continues, we recognise that it is likely to constitute neglect and will therefore be treated as a safeguarding issue.

Absence

Families should notify the academy office team by 8:30am) if their child is to be absent.
From 9:05am our academy office team will begin to make first day absence calls to the families of any children who are not present at school and for whom we do not have a genuine reason for school absence. The office team will contact the named contacts for the children provided on data consent forms.
Any initial concerns regarding attendance should be made to:

Name: Mrs Thorp

Telephone: Hackness 01723 882212 / Wykeham 01723 862413

Email: wykehamadmin@hwprimaryschools.org / hacknessadmin@hwprimaryschools.org

Where concerns regarding a child's attendance are raised, the following staff may be involved in support to improve attendance rates.

Name/s:

Working with Parents and Carers

It is very important to us at Hackness & Wykeham Church of England Schools, that school and parents work together as a team to support our children's education and attendance. We aim to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.

Should you require any support, advice or guidance about attendance and punctuality, please let us know so that we can ensure we offer the right support.

Rewards and Recognition

We recognise the importance of acknowledging and celebrating good attendance however we also do not penalise children who have been unable to attend due to medical conditions, illness, or other exceptional circumstances. We particularly value where attendance has shown sustained improvement over time.

- Celebrate each classes attendance figures on our termly newsletter
- Share attendance target for the whole school and what our current percentage of attendance is.
- Share your child's attendance with you on a termly basis

Attendance and Curriculum

Hackness & Wykeham Church of England Schools expect all our children, staff and parents to follow our Behaviours Code. Good attendance and punctuality are part of those behaviours. Children should have the right equipment, uniform, be on time and have the right attitude to be ready for learning. Our Behaviours are reinforced and taught throughout our curriculum every single day.

Appendix Review

This policy appendix is reviewed annually to reflect national guidance, Elevate's overarching policy and local academy strategies to managing attendance.

Appendix 2: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance. **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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school

P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		

C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes

R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school

Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes

O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 3: Request Form for Absence in Exceptional Circumstances

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **7 days** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the academy in exceptional circumstances. Each application is considered individually by the academy.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

We define 'exceptional circumstances' as including:

- Family Bereavement including the funeral of a parent, grandparent or sibling;
- Sudden loss of housing (up to a maximum of 3 days);
- Weddings of parents and siblings;
- An absence for an agreed religious observance by the religious body to which the parents belong;
- Children of service personnel who are about to go on deployment;
- Situations where the academy authorises absence, e.g., special occasions such as theatre/sporting/musical performance;

Please note: Head teachers would not be expected to class any term time holiday as exceptional.

This is not an exhaustive list and head teachers must consider the individual circumstances of each case when making a decision on this matter. Where a head teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the trust for advice.

The decision of the head teacher is final. Parents who take a child on leave in term time without the permission of the academy risk being issued with a penalty notice fine for unauthorised absences.

Taking a child on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

ELEVATE MULTI ACADEMY TRUST
Keep Up Not Catch Up™

APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME IN EXCEPTIONAL CIRCUMSTANCES

For school use only

Decision reached……

Name of Academy:			
Name of parent/s/carer/s:			
Details of Child			
Name:	Date of birth:	Class:	
Address:			
Contact Numbers:			
Sibling Details of Compulsory School Age (or other children living in the household)			
Name:	Date of birth:	School:	
Name:	Date of birth:	School:	
I request permission for my child to be absent from school between: -			
Date of First Day School Absence		**Date of Return to School**	
Exceptional circumstances for request: *(this section must be answered in full and against stated criteria)*			

Parent's Declaration: *I have read the Absence from School for Exceptional Circumstances Information for parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.* ***Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a 5 day absence equals 10 sessions.***
Signed: (Parent/Carer) Date: Full Name:

For Academy Use Only

Seen by Head teacher (signature)……..Date…….
Decision reached:……
Date reply returned to parent (s)…….