PUPIL ATTENDANCE POLICY & PROCEDURE

Whitcliffe Mount Academy

MAT Version	2.0
Name of policy writer	Katie Bland / Jenny Carr
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Date of next review	October 2027
Approved by Directors	12 December 2024

Schedule of amendments:
v1.0 original version
v2.0 Update to section 7.4 legal sanctions. Addition of the request for leave of absence form as an appendix as well as an electronic link. Introduction of the attendance improvement contract

1. Philosophy

The SHARE Attendance Policy is based on the values of the Trust, namely:

Valuing People – Every child attending any academy within the Trust is valued, respected and allowed to learn in a safe, well-ordered academy. Children can learn, teachers can teach. Every member of every academy values every other, regardless of background, ethnicity, religion, sexual or gender orientation. Everyone attending a SHARE academy – whether staff or student – has the chance to thrive and grow.

Supporting Personal Best – Every member of the SHARE community tries their utmost to be the very best that they can be, at all times, in all activities. Students and staff support one another, encourage each other to strive to reach their potential, and celebrate and share successes.

SHARE recognises that the vast majority of students/pupils attend well, behave well, co-operate and act responsibly.

Helping pupils to attend well and be punctual, gives them the best chance of achieving these aims and making good progress with their learning and social development. This policy describes how we work together with parents and other services to help pupils attend and succeed.

2. Aims

We are committed to encouraging pupils to attend school as much as possible by:

- Making our academies safe, friendly spaces that encourage pupils to participate and achieve.
- Developing warm, professional relationships with pupils that build their confidence.
- Encouraging pupils to share any challenges or barriers to good attendance with a trusted adult.
- Creating a strong sense of belonging and recognising every child's effort and success.
- Building strong relationships with families to support pupils.
- Promoting good attendance and punctuality through our curriculum and practices.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Providing support, to help overcome any barriers to good attendance at the earliest opportunity.
- Taking effective action early, to address any emerging patterns of absence, thereby reducing absence, including persistent and severe absence.

3. Legislation and guidance

This policy complies with and follows the recommendations from the Department for Education's statutory guidance: "Working together to improve school attendance" (applies from 19 August 2024) (publishing.service.gov.uk). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- The most recent version of Working Together to Safeguard Children (DfE)
- The most recent version of Keeping Children Safe in Education (KCSIE-2023)
- Statutory guidance for academies and colleges (DfE Sept 2023)
- The most recent version of Academy Attendance (DfE)
- Working together to improve academy attendance (DfE)
- The Education (Academy Day and Academy Year) (England) Regulations 1999

- The Changing of Academy Session Times (England) (Revocation) Regulations 2011
- Mental health issues affecting a pupil's attendance: guidance for academies
- 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.

4. Roles and responsibilities

4.1 Trust directors

The trust directors are responsible for:

- Ensuring the policy meets statutory guidance and fulfils the strategic aims of the trust
- Holding leaders to account for the implementation of the policy.
- Regularly reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- Holding the trust leaders to account for the implementation of this policy.

4.2 The CEO and trust executive team

The CEO and the trust executive team are responsible for:

- Writing and developing policy in consultation with leaders, staff and other stakeholders.
- Promoting the policy and effective practice across the trust
- Emphasising the importance of academy attendance across the trust's policies and ethos
- Holding headteachers and leaders to account for the implementation of this policy.

4.3 The principal / headteacher

The principal / headteacher is responsible for:

- Implementation of this policy at the academy.
- Ensuring staff follow the policy and statutory guidance.
- Monitoring academy-level absence data and reporting it to the trust's executive team / trust directors.
- Promoting the importance of attendance across the academy.
- Challenging and supporting all staff, pupils and parents to maximise attendance and avoiding unnecessary absences.
- Ensuring staff receive appropriate training and support.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

4.4 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Providing strategic leadership on attendance across the academy.
- Offering a clear vision for attendance improvement, including rewarding good attendance.
- Evaluating and monitoring expectations and processes.
- Using data to evaluate the effectiveness of the policy and other strategies.
- Devising specific strategies to address areas of poor attendance identified through data and meetings with families.
- Arranging calls and meetings with parents to discuss attendance issues.
- Ensuring the targeted intervention and support to pupils and families is effective in minimising avoidable absences.
- The designated senior leader responsible for attendance is Miss Katie Bland.

4.5 The attendance officer

The academy attendance officer is responsible for:

- Ensuring all registers are completed accurately.
- Monitoring and quality assuring registers to ensure all students are safe and accounted for. If a student is not accounted for, the attendance officer will follow safeguarding procedures to ensure they are safe.
- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement and families who need support.
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.
- Working with the pastoral team to tackle persistent absence and severe absence.
- Ensuring attendance procedures are followed to remove barriers, support students/families and ensure all mechanisms are available to the academy to maximise attendance.
- Communicate effectively with families about absence from the academy.
- Advising the headteacher when to issue fixed-penalty notices.
- Completing first day calling (making contact with home when there is an absence)
- The attendance manager is Mrs J Piper and attendance officer is Mrs L Murphy

4.6 Year group / pastoral teams

The Pastoral Team [for each year group] will:

- Monitor attendance of year groups (especially cohorts who previously had poor attendance). This includes using the attendance data to identify trends, students who need support and develop attendance plans for the year group.
- Consult and inform the designated safeguarding lead about students whose attendance is cause for concern.
- Complete first day calling (making contact with home when there is an absence).
- Implement attendance support plans. Interventions might include:

    - Weekly meeting with a student to discuss that week's attendance
    - Parental communication via either a note in the planner, phone call, email or letter
    - Use of attendance report to track attendance
    - Completion of a return to academy interview
    - Completion of attendance support plan.
- Promote good attendance within the year group. This might include:
    - Promotion in assemblies (e.g. attendance cup)
    - Regular items in the academy newsletter to keep parents/carers informed
    - Use of rewards
    - High profile at parents evening
    - Ensuring high profile with form tutors.

4.7 Designated safeguarding lead

The DSL will:

Ensure every student is safe by following safeguarding procedures to maximise attendance.

Work with external agencies to support students and families to minimise avoidable absences.

Support the pastoral team in supporting students and families in improving their attendance. This might include:

- Identification of need
- Referrals to external agencies and partnership work
- Student meetings
- Parental meetings
- Work with families and agencies as required
- One-to-one and group work with students who are starting to disengage
- Running attendance panels
- Home visits.

4.8 Form tutors

Form tutors will:

- Ensure that registers are correctly and promptly marked.
- Ensure students are aware of procedures for lates and absences.
- Work with the pastoral team to ensure good attendance.
- Encourage good attendance, challenging all absences and establishing strategies to avoid absence in the future.
- Celebrate successes.
- Alert the attendance officer or reception staff immediately if there is a suspicious absence. For example, if the student is present the lesson before but absent from form time.
- Inform the attendance officer of any communication regarding attendance with parents/carers, including any notes in students' planners.

- Provide a safe and secure environment in which to learn.
- Provide engaging and worthwhile learning experiences that encourage students to regularly attend lessons.
- Complete return to academy interviews.

4.9 Class teachers

Class teachers will:

- Ensure that registers are correctly and promptly marked.
- Set a good example in matters of attendance and punctuality.
- Provide a safe and secure environment in which to learn.
- Provide engaging and worthwhile learning experiences that encourage students to regularly attend lessons.
- Alert the attendance officer or reception immediately if there is a suspicious absence (for example: present in the previous lesson and now absent).
- Alert form tutors and head of year of any problems with attendance.

4.10 Office staff

Office staff will:

- 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 pastoral teams in order to provide them with more detailed support on attendance.

4.11 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time, as far as reasonably possible
- Report their child's absence before the start of academy (by 8.15am) on each day of absence, and advise when they are expected to return by either phoning the academy on 01274 851152 or using the Arbor App
- 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
- Avoid taking holidays in academy time.

We ask parents/carers to:

- Establish good attendance habits by acting as a role model and showing the children that good attendance and punctuality is important
- Praise and reward good attendance: even small successes, e.g. getting ready quickly, even if resisting going to the academy
- Avoid taking their child out of the academy for non-urgent medical or dental appointments. If the medical appointment cannot be made at another time, parents should book the medical/dental appointment so that their son/daughter can attend academy on the day of the

appointment. Evidence will always be requested to support a requested absence for an appointment

- Talk regularly with their child about academy and how they feel about it. Children are more likely to want to attend and learn if they feel supported and their anxieties are listened to
- Know routines of the academy day to avoid issues, e.g. ensuring children have their PE kits on the right days
- Establish a good bedtime routine, so that their child can sleep well, get enough sleep and make mornings less of a struggle
- Discuss any concerns with the Head of Year and/or Attendance Officer to address any issues regarding attendance.
- Follow the absence communication procedures to inform academy of any absences. This includes communicating with the academy before 8.15am on the first day of absence and every subsequent day of absence. Discuss with the attendance officer any planned absences, at least 4 weeks in advance of the absence.

4.12 Pupils

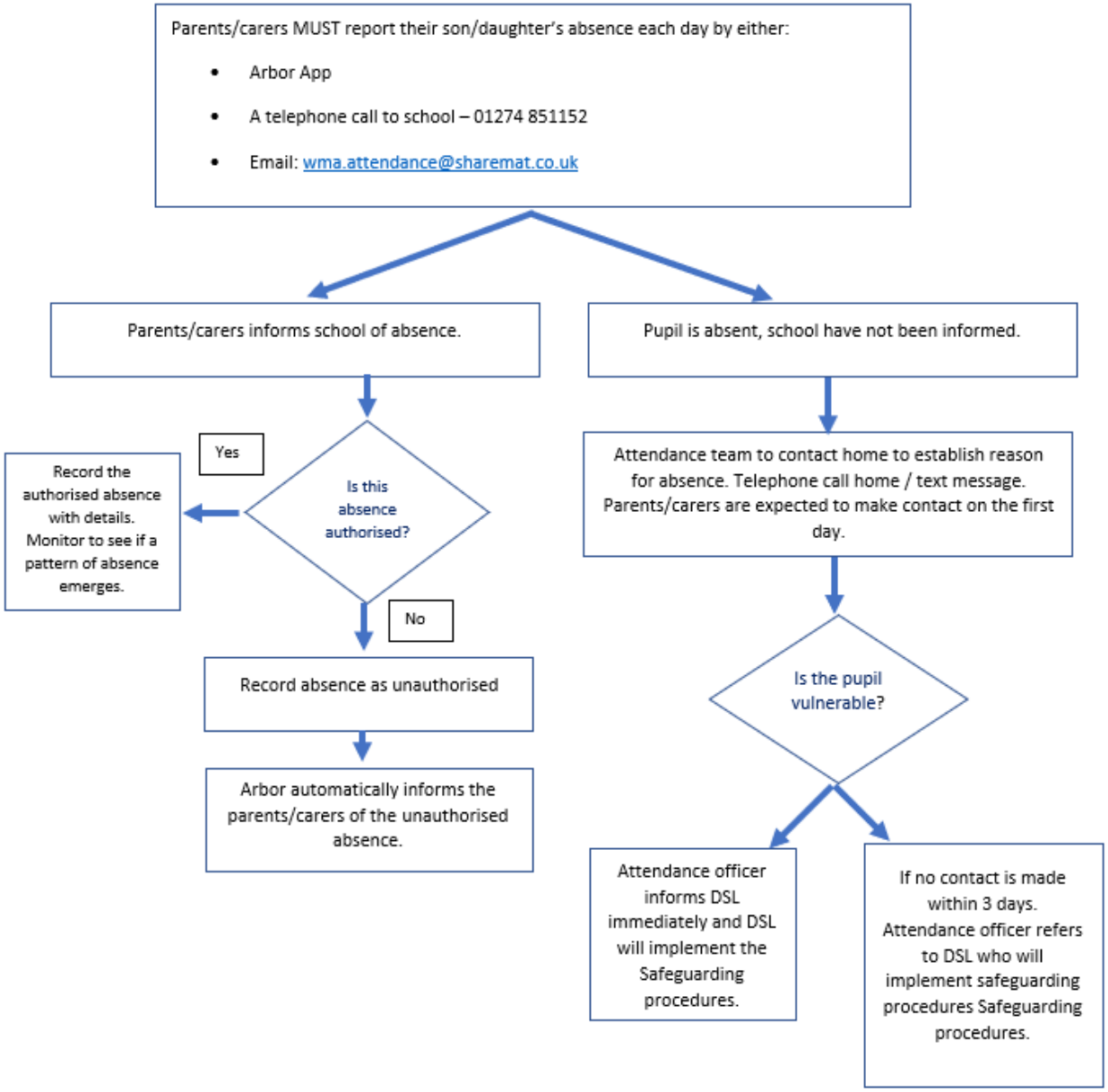
Pupils are expected to:

- Attend the academy every day on time
- Not leave the academy without permission
- Follow correct procedures for known absences
- Respect themselves and others
- Encourage friendship and a sense of belonging
- Maintain a positive outlook and encourage others to do the same
- Inform a trusted adult if they feel that they are being bullied or feel unhappy in the academy
- Attend every lesson/form time on time.

5. Recording attendance

5.1 Summary of day-to-day attendance procedures

The following is a summary of the academy's procedures if a student is absent.



5.2 Attendance register

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.

Please 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.

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

5.22 Pupils must arrive in academy by 08.30 on each academy day.

5.23 The register for the first session will be taken at 08.35 and will be kept open until 09.30. The register for the second session will be taken at 12.30pm. and will be kept open until 13.30.

5.3 Unplanned absence

The pupil's parent/carer must notify the academy of the reason for the absence every day of an unplanned absence by 8.15am or as soon as practically possible by either:

- Calling the academy on 01274 851152
- Using the Arbor APP.

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

If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer to provide 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.

5.4 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.

All requests for leave of absence should be applied for in advance in writing with the supporting medical evidence by either writing to or emailing the attendance officer/manager at wma.attendance@sharemat.co.uk

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 4 to find out which term-time absences the academy can authorise.

5.5 Following up unexplained absence

Where any pupil we expect to attend 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:
    - Contact the parent/carer at work
    - Phone other contacts available
    - Make a home visit
    - Contact the police
    - 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.

5.6 Reporting to parents/carers

Parents can access their child's attendance via the Arbor App. The academy will regularly inform parents about their child's attendance and absence levels via each report.

6. Punctuality

6.1 Lateness and punctuality

The register for the first session will be taken at 08.35 and will be kept open until 09.30. The register for the second session will be taken at 12.30pm and will be kept open until 13.30.

6.2 Pupils must arrive in academy by 08.30 on each academy day

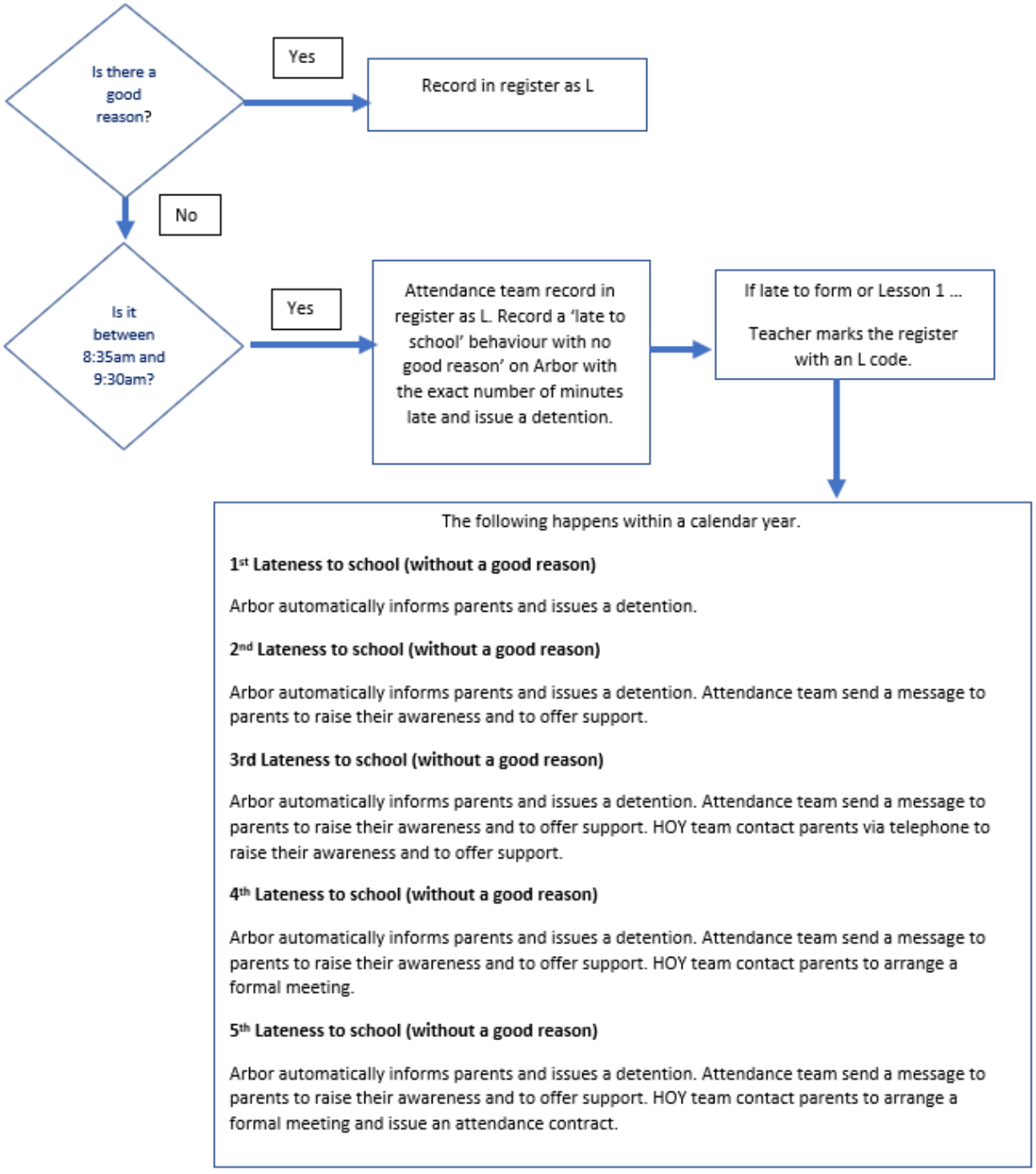
A pupil who arrives late:

- 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.

The academy will monitor punctuality and address any concerns. If a student arrives at the academy after the registers have closed, this will be an unauthorised absence.

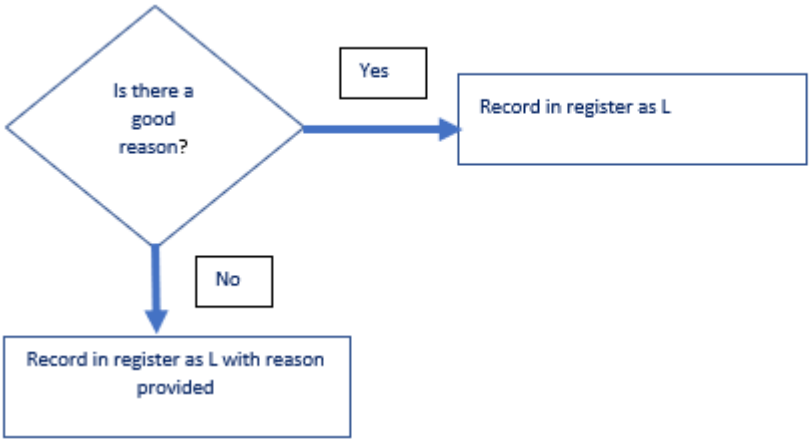
6.3 Late to academy

The following diagram summarises how the academy will respond if a student is late to academy.



6.4 Late to lesson

All students must go directly to lessons. The following explains the different roles in ensuring good time management.





7. Leave of absence requests

7.1 Approval for term-time absence

The headteacher 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 headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as "Exceptional circumstances are one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance."

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 (in writing) as soon as it is anticipated and, where possible, at least 4 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

7.2 Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see section 1.10 for more detail)
- Religious observance.

SHARE MAT believes in respecting, promoting and celebrating the cultural and religious diversity of its pupils, parent/carers and the community. Given the rich diversity of our academy, parents/carers

will want to celebrate some of the major religious festivals with their children at home. Parents/carers will therefore be seeking permission from academies to authorise their children's absence during these religious festivals.

Whilst academies recognise the importance faith and religious observance play in the lives of many of its pupils and want to respect the wishes of parent/carers to celebrate religious festivals with their children, it is important to strike the right balance between authorising such absence and the effect on pupil's progress. The Pupil Registration Regulations 2006 Section 2 states that absence for religious observance should be "treated as authorised [absence] … on a day exclusively set apart for religious observance by the religious body which the parent/carer belongs". Thus, if the parent/carer's religious body marks the day as a religious festival, the academy must authorise the absence. Leave for pupils for religious observance should only be agreed if the dates fall outside of normal holiday periods. In most cases up to two days throughout an academy year for religious observance should be sufficient. Where a religious festival falls during an academy holiday or at the weekend, authorised absence will not be granted. (Please note, pilgrimage or performing Umrah are not 'religious observance' days and are not considered reasonable cause for a child to miss school).

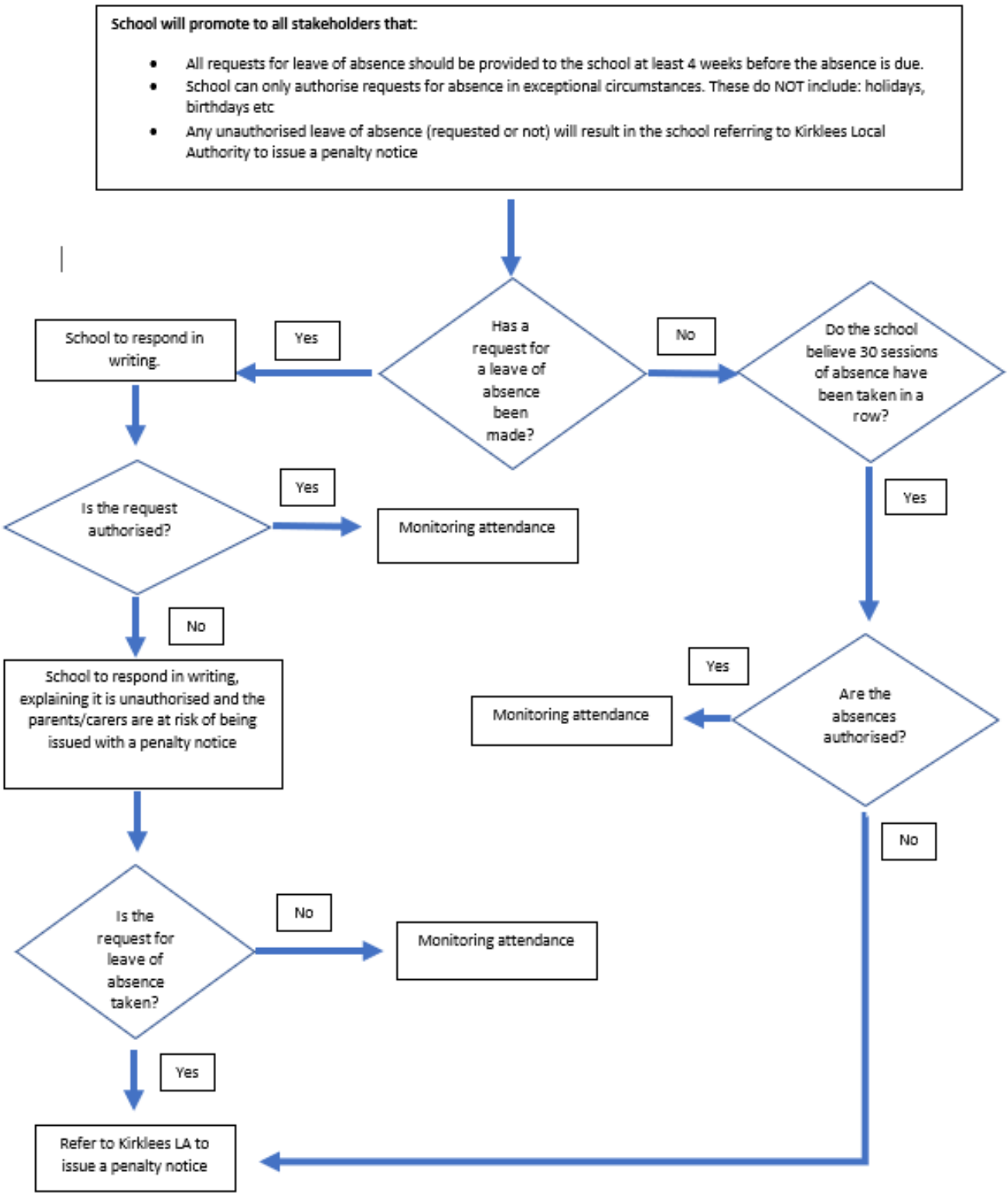
Requests for preparation for religious festivals should be regarded as unauthorised absence. Guidance and expectations from the academy, will be sent by letter to parents/carers just before the religious festival. If parents/carers are going to seek permission for their child's absence for religious observance, they need to make the academy aware. Email at wma.attendance@sharemat.co.uk or call the attendance office on 01274 851152

- 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.

7.3 Summary of request for leave of absence

The following summarises the process for a request for leave of absence. All requests for a leave of absence must be completed by using this form WMA Leave of Absence Request Form





7.4 Legal sanctions

Parent/carers who take their children out of school during the academy term without the headteacher's authorisation or beyond an agreed date risk being issued a penalty notice or taken to court.

As a guide, any unauthorised absence in excess of, 10 school sessions within a ten-week rolling period (this can be split over weekends or school holidays), parents/carers are likely to receive a penalty

notice. The academy will notify parents/carers in advance if taking this course of action and then parent/carers/carers will hear in due course from the relevant local authority once they have processed the penalty notice.

At the first offence a penalty notice is issued to each parent of each child. This is for £80 if it is paid within the first 21 days, increasing to £160 if paid after 21 days but within 28 days. If a further offence occurs within a three-year period a penalty notice is issued to each parent of each child for £160 if paid within 28 days.

Failure to pay the penalty notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.

Where parent/carers continue to take unauthorised leave of absences in term time, despite having previously been issued with a penalty notice, the local authority will consider a prosecution Kirklees' Magistrates' court under Section 444 of the Education Act 1996.

In addition:

- You risk losing your child's place at the academy if they are absent for 20 days or more.
- You risk your child's future through lost learning and lower achievement.
- You risk your child feeling left behind and left out.

If a pupil has been suspended or excluded, that pupil may not be in a public place during the period of suspension/exclusion without just cause (such as attending a medical appointment). If that pupil is seen in a public place, a penalty notice is issued to each parent of each child. This is for £80 if it is paid within the first 21 days, increasing to £160 if paid after 21 days but within 28 days.

8. Attendance Prosecution

If a child of compulsory academy age fails to attend regularly at an academy at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case. Where it is decided to pursue prosecution, only local authorities can prosecute parents and they must fund all associated costs, including in the preparation of court documentation.

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named academy (under section 443 of the Education Act 1996). This may result in a fine of up to level 3 (£1,000) and a criminal record.
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend academy regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and a criminal record.
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000) and a criminal record.
- Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000) and a criminal record.

The appropriate course of action must be agreed by the Kirklees Legal Intervention Panel.

8.1 Children absent from education

All children, regardless of their circumstance, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse, and becoming NEET (not in education, employment or training) later on in life. Share MAT Academies have robust procedures and policies in place to enable them to meet their duty in relation to these children.

When making "reasonable enquiry, to ascertain where the student is" as referred to in Regulation 8(1)(f)(iii) and (h)(iii) of the Education (Student Registration) Regulation 2006 it is reasonable to expect that the appropriate team in the local authority will complete and record the following actions.

- Check local databases.
- Follow local information sharing arrangements and where possible make enquires via other local databases e.g. those of housing providers, health services, police, Youth Justice Services, social care services and the Inland Revenue.
- Check with agencies known to be involved with the family.
- Check with local authority from which the child moved originally (if known).
- Where appropriate check with the Youth Offending Team responsible for the child's supervision or with custodial institution from which a child may have moved (see below).
- Home visits made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquires with neighbours.

Full details of the enquiries that have been made to locate the child will be detailed to the Local Authority. This procedure will include any student who is missing education due to an unauthorised leave of absence.

Share MAT Academies will also inform the Local Authority of the removal from roll of any student leaving the area who has given a forwarding address.

If no further information is received from the Local Authority or any other Agency the child will be removed from our roll in accordance with the Department of Education advice on School attendance.

9. Strategies for promoting attendance

Everyone has a responsibility for the promotion of the benefits of good attendance and the removal of any barriers to ensure good attendance. These can be summarised as follows:

9.1 Senior leader with responsibility for attendance

- Must ensure the pastoral team is promoting good attendance within their year groups or allocated pupil groups and this is having an impact.
- Create termly attendance items for the newsletter to promote good attendance.
- Create termly whole academy attendance initiatives.
- Link whole academy rewards to attendance.
- Raise awareness of the importance of attendance with all stakeholders.
- Ensure all students know their attendance on a weekly basis.
- Weekly add attendance data to the notices to promote good attendance.
- Provide staff weekly with up to date attendance data to support their role in promoting good attendance.
- Ensure the academy's attendance policy is well promoted and all stakeholders understand it.
- Ensure all stakeholders are aware that 'leave of absences' cannot be authorised and will result in a referral to Kirklees LA to issue a fine.

9.2 Attendance Team

Celebrate good attendance through either certificates or emails:

- Weekly 100% attendance (automatically through Arbor).
- Improved attendance on a half termly basis.

9.3 Pastoral Team

- Celebrate good attendance in assembly weekly.
- Celebrate with personalised letters or certificates:
    - Those who have excellent attendance
    - Those whose attendance is improving.
- Ensure attendance is high profile within their teams. Providing form tutors with the key data, so they can celebrate successes with individuals.
- Have a noticeboard with up to date attendance data that also highlights the benefits of good attendance.

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% (1 day per fortnight) or more of being at the academy, and severe absence is where a pupil misses 50% (5 days per fortnight) or more of being at the academy.

The academy will:

- **Expect**: Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in the academy and ready to learn by prioritising attendance improvement across the academy.
- **Monitor:** Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
- **Listen and understand:** When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.
- **Facilitate support:** Remove barriers in the academy and help pupils and parents to access the support they need to overcome the barriers outside of the academy. This might include an early help or whole family plan where absence is a symptom of wider issues.
- **Formalise support:** Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.
- **Enforce:** Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.
- Please see Appendix 4 for the 'Attendance Support Program 2024/25' which explains the actions the academy will take to enforce good attendance. It follows Kirklees LA's procedures and processes (which can be found in Appendix 3):

School will consider what support the family can be offered to secure attendance. A school attendance support plan / improvement contract will be offered. Failure by the parent/carer to adhere to the contract or to participate in offered support may result in a Notice to Improve being served on the family.

10. Attendance monitoring and analysis

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

10.1 Monitoring attendance

The academy will:

- Monitor attendance and absence data 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 each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the national and regional average, and share this with the directors.

The designated senior leader responsible for attendance will:

- Provide headline figures on attendance weekly. Communicating these to staff, e.g. via a daily bulletin.
- Analyse the data monthly to identify trends and to include sub-group analysis.
- Quality assure the analysis of the attendance officer and assistant head of year.
- Provide trust leaders and directors with attendance data which allows them to understand attendance in the academy.
- Identify all students who are classified as severe absence and ensure all appropriate plans are in place. Working closely with the DSL to ensure the safety of those students.

Attendance Officer and Assistant Head of Year, will meet fortnightly and will:

- Analyse year group data to identify students who require an 'attendance support plan/attendance improvement contract'.
- Provide form tutors with year group attendance data to support their role in promoting attendance.
- Identify all students who are classified as persistent absence and ensure all appropriate plans are in place.

The Head of Year / Pastoral Leader will:

- Provide students with useful attendance data to promote good attendance.

10.2 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.

10.3 Using data to improve attendance

The academy will:

- Provide regular attendance reports to form tutors, 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.

12. Links with other policies

This attendance policy is also consistent with the following academy policies:

- Admissions
- Anti-bullying
- Child protection
- Suspension
- Safeguarding
- SEND
- Teaching and learning
- Behaviour and rewards

13. People responsible for attendance matters in this academy

The senior leader responsible: Miss K Bland, Deputy Headteacher. Email: katie.bland@sharemat.co.uk

Attendance Manager: Mrs J Piper. Email: jade.piper@sharemat.co.uk

Attendance Administrator: Mrs L Murphy. Email: laura.murphy@sharemat.co.uk

Heads of Year:

- Year 7 - Miss N Donaldson Email: natasha.donaldson@sharemat.co.uk
- Year 8 - Miss P Johnson Email: paris.johnson@sharemat.co.uk
- Year 9 - Mrs L O'Brien Email: lynne.obrien@sharemat.co.uk
- Year 10 - Miss R Spencer Email: rachel.spencer@sharemat.co.uk
- Year 11 - Miss A Yong Email: alice.young@sharemat.co.uk

14. Timings of the academy day

8:30- 8:35	5 Minute Movement
8:35-9:00	Personal Development
9:00-9:05	5 Minute Movement
9:05-10:00	Lesson 1
10:00-10:05	5 Minute Movement
10:05-11:05	Lesson 2
11:05-11:25	Break
11:25-11:30	5 Minute Movement
11:30-12:30	Lesson 3
12:30-12:55 12:30-13:30	Lunch 1- Y8/Y10/Y11 Lesson 4- Y7/Y9
13:30 -13:55 13:00-13:55	Lunch 2- Y7/Y9 Lesson 4- Y8/Y10/Y11
13:55-14:0	5 Minute Movement
14:00-15:00	Period 5

15. Linked Documents

Issue	Guidance
All	More detailed guidance on attendance and safeguarding: • Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk) Academys, colleges and children's services : Safeguarding children - detailed information - GOV.UK (www.gov.uk) Attendance webinars from the DfE DfE Sector Comms - YouTube
Bullying	• https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/keeping-children-safe/bullying/ • Preventing and tackling bullying (publishing.service.gov.uk)
Health & Wellbeing, including mental health	• Children and Young People's Mental Health and Wellbeing - OHID (phe.org.uk) • https://www.gov.uk/government/publications/supporting-pupils-at-academy-with-medical-conditions--3 • https://www.gov.uk/government/publications/mental-health-and-behaviour-in-academys--2 • Home - Kooth • https://www.youngminds.org.uk/

Issue	Guidance
Missing from Education, Home or Care	• https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/different-types-of-abuse/missing/ • DfE Guidance for Local Authorities

Appendices

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on academy 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
K	Attending education provision arranged by the local authority	Pupil is attending a place other than school that has been arranged by the local authority.
B	Off-site approved educational activity	Pupil is at a supervised off-site educational activity approved by the academy (not Sporting Activity or Work Experience)
D	Dual registered	Pupil is attending a session at another setting where they are also registered
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

Authorised absence

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence for regulated performance or employment	Pupil has been granted leave of absence to undertake paid or unpaid employment.
C2	Authorised absence for part time timetable	Pupils who are on a temporary part time timetable
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	Academy has been notified that a pupil will be absent due to illness
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
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	Academy is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at academy after the register closed

Other codes

Code	Definition	Scenario
X	Not required to be in academy	Pupil of non-compulsory academy age is not required to attend
Q	Unable to attend due to lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10 or to make access arrangements to enable the pupil's attendance at school and have failed to do so.
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend because they are in police detention.
Y6	Unable to attend in accordance with public health guidance or law	The pupil's attendance would be contrary to any guidance relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school
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: Request for Student Leave of Absence from School Form

Please note that this form must be received by the Headteacher 4 weeks in advance of the proposed absence

Student's full name .....**Tutor Group**.....**Year Group**.....

Student's address .....

Parent/Carer 1 – Full name .....**Current Address** – .....

.....

Contact number.....

Parent/Carer 2 – Full name ..... **Current Address** – .....

.....

Contact number .....

First day of absence is .....**Returning to school on**.....

Number of school days.....

Reason for absence request (Please provide full details)

.....

.....

.....

.....

.....

Does your son/daughter have a brother/sister at a local Primary School? Yes/No
If so, please advise which Primary School they attend

.....

Parent/Carer 1 Signature.....

Parent/Carer 2 Signature.....

LEAVE OF ABSENCE IN TERM TIME

Parents/carers do not have a legal right to take children out of school during term time. Each application is considered individually by the Headteacher, taking into account the following factors:

- The purpose of the leave of absence
- The number of days your child will be absent from school
- The reason for your request for leave of absence in term time
- Your child's current attendance record
- The impact the requested leave of absence would have on your child's education
- The time of year e.g. will this leave of absence be taken in an exam period?

Permission for a leave of absence during term-time must be requested in advance of confirming arrangements. If an absence is unauthorised, a penalty notice will be requested per parent per child.

PENALTY NOTICE

Penalty notices may be issued:

- If parents/carers have not sought permission from the Headteacher before taking their child out of school for a leave of absence in term-time
- If the Headteacher has refused the request but the absence occurs anyway
- If the pupil has not returned to school by the agreed date with no satisfactory explanation
- **AND**
- Where the leave of absence has been recorded by the school as unauthorised in the attendance register on at least 10 sessions (5 school days) during the current term

Where parents/carers continue to take unauthorised leave of absences in term time, despite having previously been issued with a Penalty Notice, the local authority will consider a prosecution under S 444 of the Education Act 1996. The school's Attendance Policy makes it clear that parents must seek permission for a leave of absence in writing from the head teacher in advance should they wish to take pupils out of school. If leave, or part of the leave, is taken which has not been authorised, a penalty notice may be issued, prosecution sought and/or removal from school roll considered.

The penalty notice is £80, for each parent of each child, if paid within 21 days, and £160 if paid after this date but within 28 days. Failure to pay the penalty notice could result in the Local Authority pursuing legal proceedings against you for the offence of not ensuring your child's regular attendance at school. If you are found guilty of the offence you may be fined up to £1,000, and you will receive a criminal record.

In the event of a second offence within three years of the first offence, the penalty notice is £160, for each parent of each child, to be paid within 28 days. There is no reduced fee for paying early and any unpaid penalty notice may result in a parental prosecution. Failure to pay the penalty notice could result in the Local Authority pursuing legal proceedings against you for the offence of not ensuring your child's regular attendance at school.

Where two previous penalty notices within 3 years of the first offence and in line with the Department for Education National Framework for Penalty Notices (2024) a further penalty notice cannot be issued. The school will then arrange for you to be prosecuted for the offence of not ensuring your child's regular attendance at school, under s444(1) of the Education Act 1996. If you are found guilty of the offence you may be fined up to £1,000, and you will receive a criminal record.

You also need to be aware that if your child fails to return to school following 20 days of absence he/she is at risk of losing their school place.

FOR OFFICE USE ONLY

Current attendance record	
Number of school days requested	
Exam period Y/N	
Parent/Carer contacted	
Authorised/Declined by Headteacher Y/N	
Reason authorised/declined	
Authorised/decline letter issued	
HOC/Form Tutor advised	
Attendance Officer advised	

Appendix 3: Kirklees LA Absence process

Academy attendance and absence | Kirklees Council

Legal action to enforce academy attendance | Kirklees Council

Penalty notices for academy absence | Kirklees Council

Appendix 4: Attendance Support Program 2024 /25

Tier	Threshold	Provision	Progress and Impact Measure
Tier 1 Universal Offer	Pupil attendance is above 95%.	• Clear attendance focus in schools including regular reviews of data • Positive messaging to encourage attendance (that may include rewards) • Pupils qualify for termly and end of year rewards • First day contact with parents and carers, along with discussion of trigger points i.e. less than 96.5%. • Subsequent tracking of absence in line with school policy and tracked by Attendance team • Whole school and individual rewards for pupils achieving 95% and 100% Attendance. • Well resourced pastoral team who proactively target absence. • Clear and consistent pastoral systems and responses that are effective for the vast majority of pupils.	• Pupils are living life to the full and making excellent academic and social progress. • Pupils with consistently strong attendance recorded.
Tier 2 Addition al support	1. Attendance is between 90% and 96.5%. and/or 2. 3 Days of continuous absence from school and/or 3. 4 Days of continuous absence from school	**Tier 2 - Attendance Provision** • Attendance Support Plan/Attendance Improvement Contract completed by a member of the pastoral team. • Any interaction/intervention with the pupil is logged on CPMOs • FT completes Return to School Interviews after every absence to establish why the pupil was absent. FT informs HOY: Attendance of any concerns or avoidable absences. • If 3 and 4 Days of continuous absence from school and no contact has been made the pastoral / safeguarding team will complete a home visit & the pastoral team to make a phone call at the end of the school day. • Letter 1 is sent to parents to remind them about the importance of good attendance, including the parental Attendance Leaflet • Where there is Social Work involvement, Social Worker is informed and regularly updated – Safeguarding Officer.	After 22 school days the Tier 2 Attendance support is reviewed. • If the provision has been successful (attendance is above 95%): ○ Return to Tier 1 – Universal offer. ○ Positive letter home. ○ Agreed reward • If the support has been unsuccessful and attendance has not improving: ○ Move to Tier 3 - Attendance Support
Tier 3 Working together	1. Attendance is between 80% and 89%. or 2. Tier 2 - Attendance Support has been unsuccessful or **3.** 5 Days of continuous absence from school	**Tier 3 - Attendance Provision** • Attendance Meeting is held with the Parents, HOY and the Attendance Officer. The Attendance Support Plan/Attendance Improvement Contract is reviewed. When assessing areas for development establishing if attendance is necessary, or condoned by parents or there are any push or pull factors. All barriers to attendance are removed. Consideration of other support to meet need. • Form Tutor (FT) completes Return to School Interviews after every absence to establish why the pupil was absent. FT informs HOY: Attendance of any concerns or avoidable absences.	After 22 school days the Tier 3 Attendance Support is reviewed. • If the provision has been successful (attendance is above 89%): ○ Return to Tier 2 - Attendance Support. ○ Positive letter home. ○ Agreed reward • If the provision has been unsuccessful and attendance has not improving: • Move to Tier 4 Support

Tier	Threshold	Provision	Progress and Impact Measure
Tier 4 Intensive support	1. Attendance is between 60% and 79%. or Day 6 and above of absence 2. Tier 3 - Attendance Provision has been unsuccessful	• HOY: Tracks the attendance and holds a parental meeting if there are any avoidable absences. • Any interaction/intervention with the pupil is logged via CPOMS • Letter 2 is sent to parents to remind them about the importance of good attendance, including the parental Attendance Leaflet • The Attendance Safeguarding Team/ will make a home visit on Day 3 of every absence. • If 5 Days of continuous absence from school and no contact has been made the Attendance Safeguarding Team will complete a home visit and visit emergency contacts if still no contact made. If the pupil is still not seen and receives no response from home visits, refer to DSL to call the LA Social Care team. **Tier 4 - Attendance Support** • A 2nd Attendance Meeting is held with the Parent, Attendance and the HOY. The Attendance Support Plan/School Attendance Improvement Contract is reviewed. When assessing areas for development establishing if attendance is necessary, or condoned by parents or there are any push or pull factors. All barriers to attendance are removed. Consideration of other support to meet need. • The Attendance/Safeguarding Team will make a home visit on the first day of every absence. • Daily check-ins by Attendance/Safeguarding Team on return to school to continue to support in removing barriers and completing the Return to School Interview. • The Attendance/Safeguarding Team tracks the attendance and holds a parental meeting if there are any avoidable absences. • Where there is Social Work involvement, Social Worker is informed and regularly updated – Safeguarding Officer. • If 6 or more days of continuous absence from school and no contact has been made the DSL will work with Local Authority Social Care to safeguard the pupil.	After 22 school days the Tier 4 Attendance Support is reviewed. • If the support has been successful (attendance is above 79%): ○ Return to Tier 3 - Attendance Support. ○ Positive letter home. ○ Agreed reward • If the support has been unsuccessful (Does the pupil have 10 or more unauthorised absences within the previous 12 weeks): ○ Move to Tier 5 - Attendance Support
Tier 5 Enforcement	1. Attendance is below 60%. Or 2. Tier 4 - Attendance Support has been unsuccessful Or 3. 10 sessions of continuous unauthorised absence	**Tier 5 - Attendance support** • The Attendance/Safeguarding Team will make a home visit on the first day of every absence. • Daily check-ins by Attendance/Safeguarding Team on return to school to continue to support in removing barriers and completing the Return to School Interview. • The Attendance/Safeguarding Team tracks the attendance and holds a parental meeting if there are any avoidable absences. • Where there is Social Work involvement, the Social Worker is informed and regularly updated – Safeguarding Officer. • If 6 or more days of continuous absence from school and no contact has been made the DSL will work with the Local Authority Social Care team to safeguard the pupil • Does the pupil have 10 or more unauthorised absences within the previous 12 weeks? If so, the Attendance Officer will refer to Kirklees LA penalty notices for school non-attendance team. • 10 sessions of continuous unauthorised absence. If so, the Attendance Officer will refer to Kirklees LA penalty notices for school non-attendance team.	• If the provision has been successful (attendance is above 70%): ○ Return to Tier 4 - Attendance Support. ○ Positive letter home. ○ Agreed reward • If there are 10 or more sessions of continuous unauthorised absence, the Attendance Officer will refer to Kirklees LA penalty notices for school non-attendance team and record it on CPOMS.