



Lisle Marsden Church of England Primary Academy

Attendance Policy

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This procedure is non-contractual and can be amended by the academy at any time

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1. Introduction and aims of the policy – Our intent

Lisle Marsden vision statement below, sets out our intent as a Church of England Primary Academy.

Educating for life in all its fullness, committed to excellence and enjoyment through learning, within an enabling environment that nurtures the potential and talents of all; empowering our children with wisdom, knowledge and skills; grounded in the Christian belief that everyone is created in the image and love of God.

Our vision for education is underpinned by our core Christian values of Faith, Hope and Love. Through these and our curriculum, we explore and promote the key values and virtues of Friendship, Trust, Forgiveness, Endurance, Respect and Wisdom. We fundamentally believe that a strong partnership with parents and carers is essential in enabling our children to flourish and achieve a life in all its fullness.

At Lisle Marsden, we are very fortunate to have supportive parents/carers, who share these values and recognise that educating children is a process that involves a strong partnership between parents, class teachers and academy staff.

Through this partnership, our parents/carers should understand the importance and necessity of their child's good attendance, and their legal responsibilities to ensure their child attends school each day and on time.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and impacts negatively on the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. Where parents are separated both parents have equal responsibility in law for their child's attendance at school.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed that attendance matters in school. All are committed to the aims of "attendance matters", which are detailed in the DFE Working Together to Improve School Attendance statutory guidance for all academies. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance. Our Attendance Policy reflects the key principles of that guidance.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open and on time, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

It is a rule of Lisle Marsden CE Primary Academy Trust that pupils must attend every day, unless there are exceptional circumstances. The Lisle Marsden CE Primary Headteacher is the only person who can authorise the absence.

This document is drawn from the following legislation setting out the legal powers and duties that govern 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) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

2. Promoting regular attendance

At Lisle Marsden, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. To achieve this, we believe that helping to create a regular pattern of attendance at school is the responsibility of parents, pupils and all members of school staff.

Overall responsibility for how this policy is implemented, monitored and evaluated is the responsibility of the Lisle Marsden Governing Body who will ensure:

- The importance of attendance is promoted across the academy's policies and through the ethos of the school.
- Academy staff fulfil expectations and statutory duties
- A governor is nominated with specific responsibility for monitoring attendance
- The regular review of attendance data and challenge (through headteacher reports and governors' meetings)
- Monitoring of attendance figures for the whole academy, including key pupil groups
- Staff receive adequate training in managing and responding to issues pertaining to attendance

The operational management of implementing this policy is the responsibility of the academy's headteacher, Mr Kinsey, who is also the academy's 'attendance champion'. The headteacher is supported in the day-to-day management and monitoring of attendance by the academy's attendance officer Miss Garner and the academy's attendance administrator Miss Fenner. The academy's SENCO Miss Lingard, together with the support of the academy's pupil wellbeing team also provide direct support to pupils and families; together with the academy's teachers and teaching assistants to both promote and encourage good attendance with our school community.

To help us all to focus on this we will:

- Aim for every child to achieve an annual attendance target of 96%+, with the expectation that 100% attendance can be achieved.
- Provide and promote a welcoming and positive atmosphere so that children feel safe, and know that their presence is valued.
- Ensure that attendance is effectively monitored, using the academy's Scholar Pack MIS, and that absences are followed up promptly in accordance with this policy.
- That attendance details of individual pupils' information, interventions and support are recorded on Scholar Pack/ CPOMS.
- Give parents regular details on attendance through our Newsletters and Class DoJo pages.
- Report to parents half-termly each school year on their child's total attendance.
- Report to parents at the end of the school year, on their child's annual attendance.
- Make parents aware if attendance falls below the academy's target.
- Contact both parents listed on school admissions forms should their child's attendance become a cause for concern and become a persistent absentee.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward individuals and classes good or improving attendance.
- Reward individuals with 100% attendance.
- Refer poor attendance to other agencies and consult with the local authority on attendance issues.
- Work collaboratively with Local Authority (LA) to support and improve the attendance of pupils who are severe absentees.
- Liaise with the LA and other relevant agencies promptly for those children whose health needs do not allow them to attend school (See Supporting Children with Medical Conditions policy for further details.)
- Make every effort to meet the individual needs of the pupils with SEND and vulnerable pupils to ensure good attendance.

3. Our expectations of all parents and carers

- Understand the importance of good attendance and punctuality and promote this with their child, aiming for 100% attendance each year.
- Seek support from school if you are struggling with attendance.
- Provide up to date contact numbers and changes of address.
- Provide details of at least two contacts for emergency use.
- Notify the academy when their child is unable to attend, with a reason, on the first day of the absence.
- Telephone the academy after the first day of absence to advise the academy if the absence is continuing.
- Keep the academy well informed, in cases of lengthy absence. Parents/carers will be encouraged to keep absences to a minimum. Understand that a note or explanation from a child's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the academy.
- Provide medical evidence indicating attendance at the dentist, doctor or optician before the arranged appointment unless an emergency situation has arisen. **Whenever possible all appointments should be made outside of school hours.**

- Provide written explanations of any absence and medical evidence for whole day appointments as well as medical evidence for persistent absence from school due to alleged illness.
- Ensure that their child arrives at school on time each day.
- Let the academy know if their child is going to be late, e.g. if a car breaks down; if an urgent appointment has been made.
- Only request a leave of absence from school if it is for an exceptional circumstance.
- Complete a 'request for leave of absence form' in advance of any planned pupil leave of absence.
- Understand that holidays/ recreational time taken in term time are not considered to be an exceptional reason for a child being withdrawn from school and that these will be unauthorised.
- Work in partnership with the academy to help improve attendance should concerns be raised with you.

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the Head Teacher creates an offence in law.

4. Starting school – The importance of good attendance

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you, but consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence without good reason is an offence in law and may result in legal action being taken, or a Penalty Notice being issued.

Any absence affects the child's learning, and the more they miss, the harder it will be for them to catch up. Research has shown that for every percentage point of absence, attainment is significantly lower.

There is extensive research linking poor school attendance and exclusion with crime and anti-social behaviour, and risk of exploitation by unsuitable adults. For this reason, failure to attend regularly will be regarded as a safeguarding issue.

Understanding absence percentages: You may wonder why a school would be concerned if your child's attendance falls below our 96% target. This may make it easier to understand:

95% equates to half a day off every two weeks

90% equates to a day off every two weeks

85% equates to one and a half days off every two weeks

80% equates to one whole day off every week

A secondary age child whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school

Even the most able and most enthusiastic learner will find it hard to keep up with their work with these levels of absence as well as separation from friends and social and emotional development. That is why we encourage the highest attendance possible, and want parents to understand and recognise that good attendance matters.

5. Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parent), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. Each half-day is known as a “session”. These are marked on the school register, and coded accordingly. A list of codes to explain absence is included within the appendix to this policy.

Authorised absences are mornings or afternoons away from school for a justified reason like illness (although you may be asked to provide medical evidence for your child before this can be authorised), urgent medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no ‘leave’ has been given. Unauthorised absences are coded with an N, O, U or G code. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, however, this is not exhaustive:

- parents keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- absences which have never been adequately explained to school leaders;
- children who arrive at school too late after registers have closed and are marked as “U” on the attendance register to indicate they are in school for safeguarding purposes, however, this is counted as an absence for the session;
- shopping trips;
- family events;
- problems with the distance travelled to school;
- looking after other children/ family members or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- holidays/ recreation taken during term time – such an unauthorised absence could lead to a penalty notice being triggered by the Local Authority;
- day trips;
- other leave of absence in term time, which has not been agreed in advance.

6. School attendance and the law

By law, all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a ‘parent’, in relation to a child or young person, includes

any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Unauthorised absence may result in the school referring to the Local Authority for sanctions and/or legal proceedings. This may include issuing each parent with a Penalty Notice for £160, reduced to £80 if paid within 21 days or referring the matter to the Magistrates Court whereby each parent may receive a fine up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school".

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that the heads of school may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.

At Lisle Marsden CE Primary Academy, leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance. Only the Headteacher or their designate (not the Local Authority) may authorise such a request. All applications for a leave of absence must be made in writing on the prescribed 'Leave of Absence' form provided by the academy. Where a parent removes a child when the application for leave was refused or where no application was made to the academy, the issue of a penalty notice may be requested by the academy.

Lisle Marsden must adhere to the Local Authority's (LA) Code of Conduct with regard to the issuing of penalty notices. **A penalty notice will automatically be issued where there have been at least 10 consecutive sessions (5 days) of unauthorised absence for the purpose of a holiday.**

The LA can also issue fines for less than 5 days in certain circumstances.

Any leave of absence request cannot be submitted retrospectively for authorisation, all leave of absence requests received following any leave are automatically unauthorised.

At Lisle Marsden CE Primary Academy '**exceptional circumstances**' will be interpreted as:

'Rare, significant, unavoidable and short.' By unavoidable we mean an event that could not reasonably be scheduled for another time.

We will not normally agree leave during term time under any of the following circumstances:

- At any time in September. This is a crucial transition time for all pupils to settle into their new class at the start of the academic year as quickly as possible
- During assessment and test periods (including internal school tests/ assessments) in the school's calendar affecting your child.

- When a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.
- Where a pupil's attendance record has fallen below 90%.

Whilst any child may occasionally have time off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved through good communication and agreed action between the academy, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the problem and provide any necessary support. We can use outside agencies to help with this such as the academy's attendance officer, Compass Go, Educational Psychologist, Fortis, and/or the academy's pastoral team.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

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 fixed period or permanent exclusion. The school must have notified the parents of the days the pupil must not be present in a public place. This type of penalty notice is not included in the National Framework and therefore not subject to the same considerations about support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance. These penalty notices are charged at £120, reduced to £60 if paid within 21 days.

7. Absence Procedures

If a child is absent from school the parent must follow the following procedures:

- Contact the academy on the first day of absence before *9am* and *each subsequent day of absence before 9am*. The academy has an answer phone available to leave a message if nobody is available to take your call. Alternatively, parents can drop into academy personally and speak to the office staff. If we do not hear from you, we will may arrange a home visit and, if necessary, contact NE Lincs Children's Services.
- Contact the academy on every further day of absence, again before *9am*.
- Ensure that your child returns to school as soon as possible.

If your child is absent we will:

- Telephone or text you on the first day, and every subsequent day of absence if we have not heard from you, we may also visit you on the first day of absence, if we have not heard from you;
- We will make all reasonable enquiries to establish contact with parent(s)/carers and the child, including making enquiries to emergency contact numbers, wider family and known friends. In the event of an absence of three or more days without contact from the family, a home visit will be made, either by the academy Attendance Officer or academy staff, to ascertain the safety and well-being of the child and in addition to establish the reason for absence from school.

- If your child is a vulnerable pupil and has an allocated social worker, we will contact the social worker and make them aware of the absence and make arrangements a home visit to ascertain the safety of the child if we have concerns for their welfare;
- Communicate to inform both parents listed on school admissions forms if your child's attendance is below 90% and monitor your child's attendance should it not improve.
- Contact you to discuss the situation with our academy attendance officer and/or Headteacher, and invite you to an informal meeting in school to discuss the issues should the level of absences persist;
- Arrange a formal school attendance meeting if attendance deteriorates following the above actions;
- A referral will be made to LA if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education.

If the absence continues or we have continuing concerns regarding attendance then further action will be required to improve attendance (see below)

8. Dealing with Persistent and Severe Absenteeism (PA and SA)

A pupil is defined by the Government as a '**persistent absentee**' (PA) when they miss 10% or more schooling across the school year for whatever reason; this can be authorised or unauthorised absences. Continued absence at this level over time will cause considerable damage to any child's education and we need a parent's fullest support and co-operation to tackle this.

A pupil is defined by the Government as a '**severe absentee**' (SA) when their attendance falls below 50% during the course of an academic year. Reasons for this can vary significantly. The academy will endeavour to provide support in all such cases to rapidly improve attendance levels.

We monitor all absence, and the reasons that are given, rigorously. If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the parent(s). PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment.

As part of our regular monitoring of registers, and following contact, if attendance does not quickly improve to above 90%, then we will write to both parents listed on school admissions forms/ email/ text making parents aware of the amount of time missed from school and the detrimental effects to their child's education.

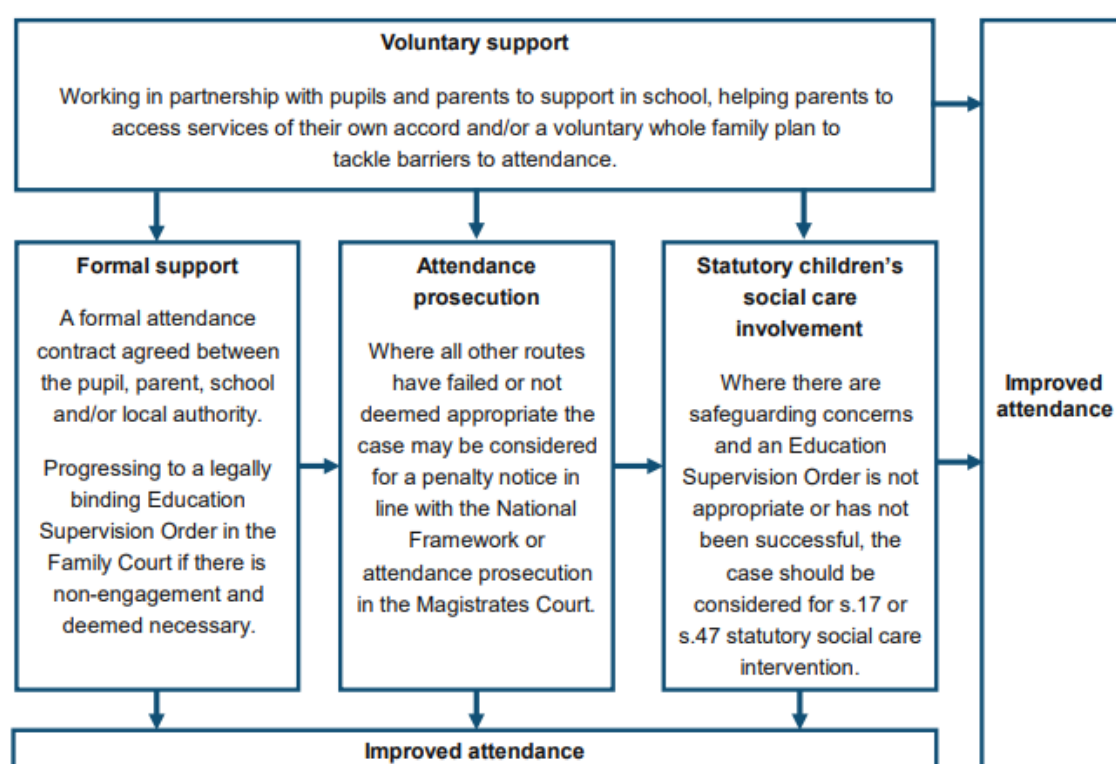
With careful regard for the reasons behind each child's absence, continuing PA pupils and their parents are normally subject to a school-based meeting and the possible creation of a personal 'attendance improvement plan' (based on each individual case), which will include measurable attendance targets. This may include allocation of additional support through the academy's pastoral team, liaison with Academy Attendance officer, further support from: the academy's pastoral team, School Nurse, a referral to Early Help or Social Care. We may also use, individual incentive programmes, individual targets and participation in group activities to support us in raising attendance.

Should attendance not improve to an appropriate level based on the individual circumstances of each case, having provided support, then the academy will issue a Local Authority Notice to Improve. Which could result in:

- Fixed Penalty Notice (fine).
- The parent(s) of the child being issued with an Education Supervision Order (ESO)
- The parent(s) of the child being issued with a Parenting Order
- Prosecution, which could result in a fine of up to £2,500 or 3 months in prison.

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

Providing support first before attendance legal intervention



9. Lateness

Poor punctuality is not acceptable and can contribute to further absence. If a child misses the start of the day, they miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons; arriving late can be embarrassing for the child and can encourage further absence. Good time keeping is a vital life skill, which will help our children as they progress through their school life and out into the wider world.

How we manage lateness:

The academy opens its gates at 8.45am. School doors open to children at 8.50am, where early work is provided. The school day begins at 9.00am, when the register is taken. The register closes at 9.30am. The register is then taken again for the afternoon session, this is at 12.45pm for EYFS/KS1 classes and at 1.10pm for all KS2 classes. The register closes 30 minutes after these times.

Your child will receive a late mark (L) if they are not in by the school start time. Children arriving after this time are required to come in to school via the academy office where their parent will sign them into our 'Late Book' and provide a reason for their lateness which is recorded. The academy will record the number of minutes the child is late for the start of the school day. From time to time the academy's attendance officer, the Headteacher or Senior Leader will undertake a 'late gate' check, greeting late arrivals at the main entrance to the academy and challenging lateness with parents. Should punctuality become a problem, the academy will write to the relevant parent/carer outlining the concerns and stating the number of minutes of lost learning time because of lateness.

The registers will be closed at the time stated above. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence (U code). This means that parents face the possibility of a Penalty Notice if the problem persists. If your child has a persistent late record that does not improve following receipt of the action outlined above, you will be asked to attend a meeting with the academy Attendance Officer.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly, late, the academy is obliged to contact Children's Services/take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies. If one is available, the school will place a child into the Lisle Marsden Childcare after school club and provide the parent/carer with the bill.

You can approach us at any time if you are having problems getting your child to school on time.

We expect parents and staff to encourage good punctuality by being good role models for children.

10. Absence of vulnerable children

Children who are Looked After (LAC), subject to a Child Protection Plan (CP) or Children in Need (CIN) will be treated with highest priority and will be known to the academy's attendance officer. Any unexplained absence will be followed up immediately by a telephone call to the home. Any outside professionals who are also working with the children and family will also be notified of the absence (Social Worker/ LACE team etc.) Children with Special Educational Needs and/or Disability (SEND) with an EHCP will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible.

Lisle Marsden is a highly successful academy, and you and your child play a part in making it so. We aim to encourage all members of the school community to reach out for excellence. For children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school in good time for the start of the school day, every day the school is open, unless they are genuinely ill or there is some other unavoidable reason.

11. Children missing in education (CME)

Where a child is not attending school, has moved without a forwarding address or school, or cannot be traced, or contact cannot be made with the parent, the academy is required to inform the Local Authority that the child is missing in education. The academy will initially do all it can to establish the whereabouts of the child and family and attempt to make contact. The academy will carry out a home visit to determine whether the family has left the property regarded as their home. Should

there be any current or historic safeguarding concerns, the academy will make a referral to Children's Services to ensure any concerns for the child's welfare can be thoroughly investigated.

Pupils will not be removed from the school roll until notified by the Local Authority that their enquiries are complete.

A referral will be made to LA if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be CME "missing from education."

12. Understanding barriers to attendance

We can use outside agencies to help with this, such as the School Nurse, support services, a Child and Family Support Worker or the relevant LA team/s. Where outside agencies are supporting the family, you may be invited to attend a 'Team Around the Family' meeting (TAF) to consider what is working well and what needs to improve. An individualised 'Early Help' plan may well be deemed necessary and agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain however, we will work with families, social workers and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners where appropriate.

You should do everything possible to encourage your child to attend. However, if the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the school at the earliest opportunity and the academy will do everything possible to resolve. Colluding with your child's reluctance to attend is likely to make the matter worse.

Emotionally based barriers to school attendance maybe medically diagnosed. Additional support may be put in place for a child with genuine school phobia. Miss Lingard (SENCO and Pupil Wellbeing Lead) can be contacted at the academy should parents feel they need more support/ advice with addressing specific barriers to attendance.

Some children are reluctant to go to school and say they do not feel well. It is for you as the adult to judge whether they are genuinely unwell, or just unwilling. It will be better for them in the long run to go to school rather than avoid it, as days off mean they will fall further behind and make them even more reluctant. Your job as the parent is to encourage them to attend.

13. Supporting pupils

Who are absent due to complex barriers to attendance and/or those returning to school after significant absence

In addition to day-to-day approaches the academy may utilise the following approaches to support pupils and their families over more complex issues preventing attendance at school, each case is unique and the following serve as examples only:

- Gather child and parent voice to establish genuine barriers to attendance and use the information to develop individual plans of support to be utilised by staff across the academy.
- Offer an assessment of need to obtain access to agency support (Early Help referral)

- Chair / support in multi-agency meetings to secure a team around the family, targeted support or refer to specialist help.
- Liaise with schools where siblings are impacted by complex needs of the family.
- Offer parent support groups, based on parental needs.
- Offer advice and guidance and advocacy support for parents on issues relating to attendance.
- Liaise with the other agencies to share good practice.

Pupils absent due to mental or physical ill health or SEND

- During the absence maintain a connection with the child, in a manner that's comfortable for them.
- Support the child to maintain connections with their peers, in a manner comfortable with them.
- Ensure additional nurturing support, a flexible approach and an engaging environment for children based on the voice of children and parents.
- Work with parents and health agencies to establish the precise needs of the child (writing letters requesting medical information with parental consent) so that reasonable adjustments can be made in school.
- Liaise and share information (with consent from parents) with specialist practitioners in and out of school to ensure EHCP requests and referrals to neurodevelopmental services are completed where appropriate.

Pupils returning to school after a lengthy or unavoidable period of absence

- Use available health information to create re-integration / transition plans according to the specific needs of the child which aim to gradually increase attendance and allow children to achieve their full potential.
- Regularly review support plans in consultation with other practitioners and adapt where necessary, to accommodate changing levels of need, until the child is able to attend regularly or the need diminishes.

14. Part-time timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. 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 re-integration package. (Working Together to Improve School Attendance).

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, the academy has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised and code in the register as a C, which is an authorised absence.

15. Deletion from roll

For any pupil leaving, *other than at the end of Year 6*, parents are required to complete a 'Leavers' Form' which can be obtained from the academy office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils, even those who leave us. Pupils cannot be deleted from the school roll without this information and will be classed as absent until we have confirmation they are safe and attending another school.

It is crucial that parents keep the academy updated with current addresses and contact details for key family members in case of emergency.

Under Pupil Regulations 2006, all schools are now **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

16. Absence data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. Persistently absent pupils are tracked and monitored carefully. We also combine this with academic tracking as increased absence affects attainment.

We share our absence data with the DFE and FFT and use National comparative attendance data to benchmark attendance at the academy to identify issues, trends and support our policy and actions.

We share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

Where ongoing medical issues prevent good attendance, a meeting will be held with health professionals, parents and the school to determine next steps.

17. Monitoring and review

Governors, who will receive regular reports on attendance from the Headteacher, will monitor the success of this policy.

This policy will be reviewed bi-annually, or in line with any change in the National guidelines and statutory requirements for schools and academies.

The next review – October 2026.