



Attendance Policy

Monitoring, Evaluation and Review

The Principal and the Governing Body will support parents to perform their legal duty to ensure their children of compulsory academy age attend regularly. This policy is available on our Academy website. The Governing Body will review the policy annually.

Version:	3.0
Date created:	November 2020
Author:	CGT/BRI/KLE
Ratified by:	Principal
Review date:	September 2023

Revision History:

Version	Date	Author	Summary of Changes:
1.0	2020	BR	New Policy
2.0	2022	CGT	Policy reviewed and updated.
3.0	2022	KLE	Policy reviewed and updated.

Aims

At Orchard Mead Academy, we know that good attendance is crucial to the future educational success of our students. Good attendance to school is nationally defined as 96% and above; where students' attendance falls below this level, research tells us that they are less likely to be able to fulfil their education potential. It is our mission to ensure that every student has access to a knowledge rich curriculum and the opportunity to engage positively with the school as it is important to us that all students are able to enjoy a feeling of belonging to their class and school community, which, in turn, supports good attendance. **Parents and carers may find it useful to also read our accompanying leaflet 'Attendance Matters' for more information.**

The Academy will rigorously monitor attendance patterns, ensuring a quick and early intervention where attendance begins to cause a concern.

The aims of the policy are:

- to give a clear outline of our strategies to promote good attendance
- to explain the roles and responsibilities of all stakeholders (Tutors, Pastoral Leaders, EWO's, students and parents)
- to explain the procedures for monitoring attendance
- to clarify the mechanisms for dealing with poor attendance

Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern Academy attendance:

- **The Education Act 1996**
- **The Education Act 2002**
- **The Education and Inspections Act 2006**
- **The Education (Pupil Registration) (England) Regulations 2006**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2010**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2011**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2013**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2016**
- **The Education (Penalty Notices) (England) (Amendment) Regulations 2013**

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Attendance procedures at a glance

- Students' good attendance is linked to rewards. Students are rewarded for good and/or improved attendance regularly
- Students are expected to arrive to school each day on time. Students in KS3 start school at 8.40. Students in KS4 start school at 8.30.
- The school gates close five minutes before the start of the school day. **Students arriving after the school gate has closed are late and will receive a detention.**
- In exceptional circumstances such as severe weather conditions or local transport problems the school gate will remain open for longer at the discretion of pastoral staff.

- Students who arrive late as a result of a medical appointment or similar should bring proof of this when they arrive to school.
- School registers close at 9.30am. This means that any lateness to school after this point is recorded as half a day's unauthorized absence and will impact a student's attendance record.
- Parents/carers are expected to notify the school office by telephone on the first day of absence and each day thereafter. The school telephone number is: 0116 2413371.
- The school will contact parents on the first day of absence if parents have failed to make contact. This is a safeguarding measure.
- Student absence will be recorded as unauthorized until the school receives a satisfactory reason for absence. Ongoing unauthorized absence may lead to a penalty notice being issued from the local authority.
- The school takes its safeguarding duties seriously and will make contact with other agencies, including Children's Social Care where attendance is of significant concern.
- Leicester City and Orchard Mead Academy are wonderfully diverse places. As such, we encourage the celebration of faiths and festivals, Students are entitled to one day's authorised absence in connection with religious observance .
- Holidays and appointments should not be booked during term time wherever possible.
- If students have been sick, they do not need to remain at home for the following 48 hours. Students can return earlier.
- Attendance patterns are monitored regularly by the form tutor, Head of Year, Vice Principal and the Attendance Manager to ensure timely interventions are put in place.

Registration:

Only authorised persons may complete registers and they must be taken at the same time twice a day. Electronic registers are used in every class as part of the School's Information Management System.

If for any reason the electronic register cannot be taken, then the Attendance Administrator will provide a paper register and will then input the marks on to the electronic register.

AM registers will remain open until 9:30am. Arrival after this time counts as half a day's unauthorized absence.

PM registers will be taken during Lesson 4 each day.

Punctuality:

Punctuality is of vital importance to ensure that students do not miss out on vital learning; it is also an important life skill.

Students are expected to arrive on time to school and to lessons.

Students who arrive to school after the school gate has closed with good reason are marked as late (L) and issued an after-school detention. Persistent lateness will be addressed by the pastoral team who will work to remove any barriers to punctuality.

Students who arrive late to lesson will be marked as late (L) All lateness to lessons will be followed up. Persistent lateness will result in the issuing of a Report which is monitored by senior staff.

Truancy:

If the student is known to have been in school, but has not attended all, or some of their lessons without reason, then they are classed as truanting. If this is to occur, then there are a range of sanctions which can be issued. This process will be administered by the relevant Head of Year.

If it is believed that a student has left the school site then, the Academy will inform the parent/carer should the student not be found. In this situation we would advise the parent/carer to contact the child themselves and notify the Academy that they are safe.

If no contact can be made or the school remains concerned about a child's whereabouts, the school may be left no other option but to contact the police.

Authorised and Unauthorised Absence:

There are two types of school absence:

- authorised where the school approves the student's absence.
- unauthorised where the school will not approve the student's absence.

Only the school can authorise the student's absence. Whilst this is straightforward in most cases, there may be a time when the school will refuse to authorise a student's absence without medical support. Where medical support is required in order to authorise the absence and future absences, parents will be notified.

If a child is ill, the parent/carer is to call the school before 9.00am and notify the school of the child's absence, the reason and when the child is to be expected back in school (Tel 0116 2413371). An answerphone system is in place so that messages can be left prior to the school opening.

Evidencing absences:

- If absence letters come from parents/carers directly to the teacher, then these should be signed and dated by the teacher and sent to the Attendance office.
 - If a teacher receives verbal communication, then it must be recorded on the electronic register for the appropriate days and the Attendance office will be informed. Evidence must be provided upon the students return to school in order for the absence to be authorised.
 - All information about absences and logs of the school's attempts to contact home is recorded electronically on BromCom.
- Unfortunately, there are occasions when a child can suffer from more sustained health problems. If this is the case, the school will contact the medical professionals involved with the child in order to be able to support the child in the most appropriate manner. The school would like the parent to give permission for the medical professionals to be able to speak to the school about the best way to support the child. In these circumstances it is not appropriate for the parent to contact the school every day and a more appropriate frequency of communication will be established with the parent.

Holidays in Term Time:

- There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Head teacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.
- Notice of your intention to take your child out during term time should be made via the Academy's Leave of Absence Request form available for the attendance office. If we do not receive formal notification, but are aware that you are on holiday, then the below remains

the same.

- The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Head teacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.
- Due to the timing of internal year examinations and the GCSE and vocational examination period falling in the months of May and June, the school cannot condone any absence during this period except in the most exceptional of circumstances. Students who are knowingly taken from school to go on holiday during this period will be referred to Education Welfare for Penalty Notices to be issued.

Please refer the Government website for details of these notices and their present value www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance.

Communication with Parents/Carers:

We aim to have excellent communication with our parents and carers in order to work together to achieve the very best for students.

We will:

- Regularly inform parents and carers about attendance matters through our newsletters
- Make contact with parents and carers on the first day of absence if no reason is provided. Continue regular contact throughout periods of absence
- Send letters in connection with ongoing attendance or punctuality issues and invite parents and carers in to school in order to work with them to resolve issues

Taking a Pupil Off Roll:

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a removal / leaver form completed.

A student at compulsory school age shall have his/her name deleted from the admissions register when:

- The student is registered at our school in accordance with the requirements of a school attendance order and another school is substituted by the Council for that named in the order, or the order is revoked.
- The school has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- The student has ceased to attend our school and no longer lives within a reasonable distance, of the school and has registered with another Local Authority, relevant paperwork will be sent to EWS.
- The student has been continuously absent from school for a period of not less than 20 school days and both the school and EWO have failed, after reasonable enquiry, to locate him/her. In such cases we will ensure the EWO are informed and procedures concerning

missing children and missing children protocol will be followed.

- The student will cease to be of compulsory school age before our Academy next meets and their parent has indicated that they intend to cease to attend. (All registered students are required to remain at our school until the leaving date- the last Friday in June. At school includes, for these purposes, approved educational activities undertaken off site, including work experience)
- The student has been permanently excluded and the exclusion has been upheld by governors.
- The pupil attends a special school, and the Council gives consent for his/her name to be removed.
- The pupil has died.

Student transfers

If we are told that a pupil is leaving to attend another school, staff at our school will establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation will then be sought from the receiving school. Whenever a student leaves us a Common Transfer File (CTF) will be completed. If we are concerned about any aspect of a transfer or a student has "disappeared" the matter should be referred immediately to the Education Welfare Service who will investigate missing pupils as part of Leicester City Local Authority Missing Children's protocol.

Legal Action

Penalty Notices:

Under the Education Act 1996, the Education Welfare Service has the power to issue Penalty Notices and to take legal action:

- against the parents/carers of any student who fails to attend school regularly.
- of any students who are regularly late after the close of the register.
- where absences have occurred due to unauthorised holidays being taken in during term time.

All the above is subject to the school making parents/carers aware of the possibility of the above action by speaking with them, meeting with or writing to them. The school will refer cases to EWS where attendance has become a cause for concern.

Children Missing in Education:

Where a student has not returned to our school for ten days after an authorised absence or is absent from the school without authorisation for twenty consecutive school days, the student can be removed from the admission register when the school and the local authority have failed, after

jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register.
- All concerns regarding a missing student are reported to Education Welfare Service who will investigate and report it
- We will adhere to the Children Missing in Education Statutory Guidance for LAs.

www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf

Children Who Cannot Attend Academy Because of Health Needs

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them".

This applies to children and young people:

- who are of statutory school age and who
- are permanently resident in the LA and
- who are not in Academy for 15 days or more, whether consecutive or cumulative due to ill health, and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this.

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g., the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the school for 15 days for health reasons or as soon as it is clear that a health-related absence from the school will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as possible. There may be circumstances in which suitable alternative education is already in place e.g., if the school has made arrangements for a student, or the child is receiving education at a hospital school.

Children in Public Care

The Academies DSL responsible for LAC pupils liaises with the LA Children Looked after Team. The Virtual School will be contacted each day whether the student is attending or is absent. Attendance will also be reported as part of the Personal Education Plan.

Elective Home Education:

A parent can request to educate their child at home. On receipt of written notification from the parent/carer, we will inform the LA and once approval has been received, the pupil may be taken off roll and a leaver’s letter from the school will be sent to parents.

Off Site Provision:

When a student attends off-site provision we remain responsible for the registration of that student. Either a student will be registered prior to attending off site provision or registration data will be forwarded to the school daily. The above practices for absence will be applied to in line with the Academy’s Attendance Policy. The Off-site provision log must also be kept updated. The Attendance team will ensure the CLM registered are correctly recorded in SIMs.

Rewards

Celebrating success is a key aspect of school life at Orchard Mead Academy. Below is a list of ways in which students will be rewarded for attendance to school:

Weekly	100% attendees are given 3 Honours Points and a certificate Inter-Form competition – trophy awarded for highest attending form
Monthly	Inter-Form competition – Rewards Breakfast for highest attending form
Half-Termly	Reward incentive for 100% attendees
Termly	Reward incentive for 100% attendees Award badges for lanyards
Yearly	Access to Reward Trip Head Teacher’s Commendation

General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Role and Responsibilities

All stakeholders play a vital role in ensuring students are attending school regularly and on time. Below are the roles and responsibilities of key stakeholders in ensuring students attend Orchard Mead Academy

Stakeholder	Role & Responsibility
Tutors	<ul style="list-style-type: none"> ✓ To keep an accurate attendance register. ✓ To praise students for punctuality and good attendance. ✓ To play their part in the monitoring of students' absence and act as a point of contact for a parent who is concerned about their child's health/attendance. ✓ To liaise with the Pastoral Leader and Attendance team as appropriate around reasons for student absence. ✓ To mentor and support students to achieve a good level of attendance. ✓ To update attendance notice board. ✓ To distribute and collect any medical evidence or absence letters and send it to the office.
HOY/AHOY	<ul style="list-style-type: none"> ✓ To ensure that all student absences are correctly logged on the attendance registers (in conjunction with the tutor and class teachers). ✓ To maintain an overview of the attendance of students in their year group. ✓ To praise and celebrate students for punctuality and good attendance in assemblies. ✓ To be the next point of contact, after the tutor and offer appropriate support around improving the attendance. ✓ To monitor attendance with the attendance manager and arrange for the parent to be informed when their child has dropped below 97% attendance (this amounts to 6 days in an academic year). ✓ To liaise with targeted support and other agencies around the attendance of their year group.

<p>Attendance team</p>	<ul style="list-style-type: none"> ✓ Regular and prompt recording of attendance. ✓ Make Day One when a student is absent without an appropriate reason ✓ Monitor students with attendance below 96%, whether absences are authorised or not, and take appropriate action to bring about improvements. ✓ Provide statistical evidence for the whole Academy and for individual classes. Ensure that this is analysed every week and shared with key staff. ✓ Send letters to parents where an attendance concern is raised. ✓ Hold parental meetings in conjunction with attendance and find practical ways to remove barriers to attendance ✓ Ensure all medical evidence provided by parents is documented ✓ Liaise with EWS and other stakeholders where attendance becomes of a concern <p>Punctuality Administration</p> <ul style="list-style-type: none"> ✓ To record and challenge students arriving to school late each day. ✓ To log all incidents of lateness on the sign-in sheet, including minutes late and the reason for lateness. ✓ To record minutes late and detentions on our school systems
<p>Educational Welfare Officer</p>	<ul style="list-style-type: none"> ✓ To take a strategic lead on the co-ordination of the Academy's attendance strategy. ✓ Ensure clarity of all staff in their roles relating to attendance. ✓ Analyse weekly reports to identify students whose learning is being negatively impacted by sporadic absence. ✓ Report to SLT on a weekly basis. ✓ Liaise with the Senior Team, Heads of Year and tutors on attendance matters. ✓ To investigate and understand the reasons for students unauthorised absence from school and to take appropriate action to secure their regular attendance. ✓ To identify students who are not achieving full attendance, and having determined the probable cause of the absence, suggest and assist in the implementation of plans of action that may resolve the need, working in close harmony with staff, the student and the family. ✓ To prepare clear, concise and complete reports to assist legal proceedings, and to attend court when required. ✓ Liaising with CAHMs where there are students with attendance and mental health concerns. ✓ Leading on the support package for reintegration of students who have had a long-term absence. ✓ Liaise with the Designated Safeguarding Lead as necessary around Children Missing from Education ✓ Update the attendance and punctuality intervention tracker weekly.

Students	<ul style="list-style-type: none"> ✓ Attend school every day. ✓ Be punctual to all lessons and be appropriately prepared for the day. ✓ Inform their tutor or attendance team of any problem or reason that is known in advance that may prevent them from coming to school. ✓ Follow the correct procedure of informing a member of staff if they need to leave the school grounds for any reason during the school day. Students must not leave the school site without permission.
Parents	<ul style="list-style-type: none"> ✓ Provide the school with up-to-date home and emergency contact details. ✓ Ensure their child attends school every day, as is their legal duty as parents/carers. ✓ Contact the school on the first and each subsequent day of absence, unless a definite date of return is known. Parents/carers should offer reasons for the absence but whether or not the absence is marked as authorised is a decision that can only be made by the school. ✓ Ensure their child arrives on time and well prepared for the school day. Session registers are kept open for half an hour. Students arriving after 9.30am without a reasonable explanation will be marked with a 'U' code. This counts as an unauthorised absence which could lead to legal proceedings. ✓ Contact the school in confidence whenever any problems occur that may affect their child's attendance or performance in school.
The Principal	<ul style="list-style-type: none"> ✓ The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school level absence data and reporting it to governors. The Principal also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.
The Governing Body	<ul style="list-style-type: none"> ✓ The Governing Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.