

Register of Students' Attendance Policy

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SECTION 1: NORFOLK ACADEMIES STATEMENT OF INTENT

- 1.1 Norfolk Academies believe that for a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance. We want to do our best for all our young people and believe that regular attendance at school is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships. Students should be at school on time, every day the school is open, unless the reason is unavoidable. Permitting absence from school without a good reason is an offence by a parent or carer. We will endeavor to provide an environment where all students feel valued and welcome and will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.
- 1.2 Each year, Norfolk Academies will examine their attendance figures and set attendance/absence targets (please see Appendix 2). These will reflect both national and TEN Group attendance targets. The TEN Group and its Academies will discuss their attendance figures and the success of this policy on an annual basis and will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.
- 1.3 Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement.

SECTION 2: SCOPE

- 2.1 This is a Norfolk Academies Statutory Document for Attleborough Academy Norfolk. As such, it provides the policy to be followed at the Academy.

SECTION 3: LEGAL REQUIREMENTS

- 3.1 This policy is required by the Department for Education (DfE) and falls into the category of:

C. Other Statutory Documents

- 3.2 Academy attendance is subject to various Education laws and the Attleborough Academy Register of Students and Attendance Policy is written to reflect these laws and the guidance produced by the Department for Education and Skills (please see Appendix 1).

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their fifth birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the student was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

SECTION 4: POLICY

4.1 Attendance Team Meetings

4.1.1 The Student Support Team monitors all attendance levels. Any student who records an attendance level below 95% will be discussed by the Academy Attendance Team. The team makes decisions in relation to letters sent home (two levels), phone calls home and visits from Student Support Mentors and referrals to Attendance or Medical Panels. The Academy Attendance Team will meet to decide on Fixed Penalty Warning letters and Fast Tracks.

4.2 Academy Procedures

4.2.1 Any child who is absent from the Academy at the morning registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of the Academy).

4.2.2 Only the Principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at morning registration then the absence must be recorded in the first instance as unauthorised.

4.3 Lateness

4.3.1 Morning registration will take place at the start of Academy day at 08.40. The registers will remain open for twenty minutes. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation (i.e. Academy transport was delayed). In cases where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

4.3.2 Students arriving after the start of the Academy day but before the end of the registration period will be treated as present but will be coded as 'L' (late before registers close). If a student is late after registration (09.00) without a good reason, a 'U' code will be used this code reduces the student's attendance so can result in further action. Lateness will be monitored daily by the Student Support Team and repeat offenders dealt with.

4.4 Signing Out

- 4.4.1 If students arrive late to registration period, they must use the 'late gate' which is monitored by a member of the Student Support Team. All student 'lates' are recorded. For the first offence, a warning is given, for the second, corresponding time at lunch and breaks are taken and thirdly, the student may be put on report and the parents or carers are informed.
- 4.4.2 If any student in Years 7 to 11 needs to leave whilst the Academy is still in session, the student must sign out at Student Reception. The student must print and sign their name in the signing out book and after verifying the student's identity as shown on SIMS, a member of the Academy Office will countersign the entry made by the student in order to verify the identity of the student. Students will only be allowed to sign out with their parents' or carers' permission which should be provided in writing or by telephone. No student will be permitted to sign out without this permission.
- 4.4.3 Parental/carer permission is not sought for Sixth Form students when they sign out as they are not of compulsory school age. Those Sixth Form students who attend Wymondham College are signed on the bus by the driver.

4.5 First Day Absence

- 4.5.1 Parents and carers are expected to contact the Academy on the first day of their child's absence and provide a reason for their non-attendance at the Academy. Preferably, this will be notified to the Academy by using the Student Absence Line but we will also accept parent or carer notes handed in at either the Academy's Visitors' Reception or via the Form Tutor through the register.

If no contact has been made by the parents or carers the Student Support Team will attempt to contact the child's parents or carers by Group Call. The aim is to achieve this by 10.30 at the latest.

- 4.5.2 The information obtained from the child's parents or carers will be recorded in the comment box of the School Information Management System (SIMS). In the comment box, the Student Support Team will record a brief reason for the absence and will add their initials to verify the information added to the student's attendance record.

4.6 Subsequent Absences

- 4.6.1 Each subsequent day of absence (unless otherwise formally advised of long term absence by the parent or carer) will be treated the same as the first day of absence i.e. the Student Support Team will attempt to contact the child's parents or carers by telephone by 10.30 via Group Call.
- 4.6.2 If there is no contact from the parent or carer on that day of absence, a standard letter will be posted home by the Student Support Team asking the parents or carers to provide a reason for said absence. The Student Support Team must raise a concern with the Student Support Manager who will decide how to proceed. This is in conjunction with daily Group Call messages.

4.7 Continuing Absence

- 4.7.1 A Group Call is sent daily and a letter is sent home to verify absence at the end of the same day. If no reason has been proved after three days, a telephone call will be made to the student's home.

4.8 Ten Day's Absence

- 4.8.1 Any student who is absent, without an explanation, for ten consecutive days will be notified to the Local Authority by submitting a referral to the Children's Services Attendance Team. **This is a legal requirement.** The Academy will include details of the action that they have taken.

4.9 Frequent Absence

- 4.9.1 It is the responsibility of Form Tutors and the Student Support Team to be aware of and bring attention to any emerging attendance concerns to the Student Support Manager.
- 4.9.2 In cases where a student begins to develop a pattern of absence, the Academy will try to resolve the problem with the parents or carers. This is the responsibility of Student Support Manager who may initially delegate responsibility to the Student Support Team. The Academy will seek advice from the Local Authority when needed.

4.10 Medical Concerns

- 4.10.1 If any student is absent from Academy due to illness, a letter must be provided by their parents or carers.
- 4.10.2 Prolonged absence due to medical reasons will require medical evidence (i.e. a doctor's note, hospital appointment card, prescription etc).
- 4.10.3 If diagnosed medical reasons significantly affect a student's attendance, the Academy may initiate a 'Medical Attendance Support Panel'.
- 4.10.4 **Medical Attendance Support Panel**
Students with diagnosed medical conditions whose attendance level is 92% may be invited, with their parents or carers to attend a Medical Attendance Support Panel meeting. The Academy Attendance team will meet to discuss any ways in which the student may be supported by the Academy in order to improve their attendance level.

The aim of the meeting is to ensure that the Academy is doing everything it can to support the student.

All Medical Attendance Support Panel meetings will take place with the child's parent or carer in attendance. If the parent or carer declines to attend, the Academy will go ahead with the meeting and forward the parents/carers the minutes.

4.11 Attendance Panel/Fast Track

- 4.11.1 Any student with a level of below 92% attendance can be subject to an Attendance Panel referral. The panel will examine the reasons for the absence and develop strategies for improving the student's attendance. The student's attendance will be reviewed every four weeks until significant improvement in their attendance level is achieved.
- 4.11.2 If any student who has been referred to the Attendance Panel continues to record a decline in attendance, they will be subject to the Fast Track process which will be initiated by the Academy. This process will fast track the parents or carers of persistent absentees to court to consider legal proceedings if the attendance does not improve.
- 4.11.3 Students under 85% overall, or 15% unauthorised absences over a six week period or five days (ten sessions) consecutive without justification, may be referred for possible Fast Track or fixed penalty notice fine.
- 4.11.4 The Academy recognises that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home or in school. Parents and carers are encouraged to inform the Academy of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the Academy identify any additional support that may be required.
- 4.11.5 We also recognise that some students are more likely to require additional support to attain good attendance.

The Academy will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents/carers and students
 - Parent Support Advisor
 - Student Voice activities
 - Friendship groups
 - 1 to 1 mentoring
 - Reward systems
 - Additional learning support
 - Behaviour support
 - Reintegration support packages
 - Attendance panels
 - Parenting contracts
 - Engaging the support of other agencies
- 4.11.6 Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and students. Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, the Principal will consider the use of legal sanctions following consultation with the Local Authority.

4.12 A Welcome Back

- 4.12.1 It is important that on return from an absence that all students are made to feel welcome. This is the responsibility of the Form Tutor. The student should be brought up to date on any information that has been passed to the other students by the Form Tutor. If required, the Form Tutor will involve the House Leader who will provide support to help the student catch up on missed work once back at the Academy.

4.13 Absence Notes

- 4.13.1 If a written note explaining the child's absence has been received by the Form Tutor, it must be put in the register so the Student Support Team can mark absence correctly. If a note has been written into the Student Planner, the Form Tutor must send the child to Student Reception in order that the entry can be copied and passed to the Student Support Team. Notes from parents and carers will be kept on file and may be used for further investigation if required.

4.14 Promoting Attendance

- 4.14.1 The Academy will use opportunities as they arise to remind parents and carers and that it is their responsibility to ensure that their children attend the Academy. The Home Academy Agreement is an example of this.

4.15 Leave of Absence in Term Time

- 4.15.1 You are required under the Education Act 1996 to ensure your child attends school regularly.
- 4.15.2 Leave of absence during term time is discouraged. If applied for, parents and carers are reminded of the effect that absence can have on their child's potential achievement. Leave of absence requests requests will only be authorised in exceptional circumstances.
- 4.15.3 If parents or carers are applying for a leave of absence, they must ensure that a Student Leave of Absence form and supporting letter is submitted to the Principal at least two weeks before the date that the leave of absence relates to. They must not assume permission is granted if they have not received written confirmation.
- 4.15.4 The Principal and the Student Support Team will consider every application individually; our policy is **not** to grant leave of absence for any reason other than in the **most exceptional circumstances**.

An exceptional circumstance is much more likely to be a one off, unique situation such as a parent, grandparent or other close relative being seriously ill; there may have been a recent significant trauma in the family or the absence might be a unique, one off never to be repeated occasion which can only take place at the time requested.

We will however, also **consider** leave of absence for the following exceptional circumstances:

- Service personnel and other employees who are prevented from taking holidays during term-time;
- When a family needs to spend time together to support each other during or after a crisis;
- Parents and carers who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.

Requests for leave of absence for the following reasons **cannot and will not** be authorised:

- If your child is in a public examination year group (Year 11 or Year 13);
- Because a holiday is cheaper during term time;
- Poor weather experienced in school holiday periods;
- Holidays which overlap with the beginning or end of term (even if dates are booked in error or by another member of family).

4.15.5 If parents or carers are requesting a Leave of Absence for more than one child, they must complete an application for each child.

4.15.6 Parent and carers may receive a fixed penalty notice (fine) for holidays that are taken when not authorised.

4.16 Attendance Awards

4.16.1 Good attendance will be rewarded with certificates as part of the Growth Profile half termly. The top form in the Academy is awarded the weekly 'Top Dog' prize. At the end of the Academy year, badges will be given to individual students with 100% attendance for the year.

4.17 The Registration System

4.17.1 The Academy uses a computerised system (SIMS) for keeping the Academy's attendance records.

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, Local Authorities and the Government to gain a greater understanding of the level of and the reasons for absence. The codes are shown as follows:

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Consortia Schools

Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a Local Authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Pupils

Schools and Local Authorities can agree to set different term dates for different year groups – e.g. for ‘staggered starts’ or ‘induction days’. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

Source: DfE School Attendance (Guidance for maintained schools, academies, independent schools and local authorities) November 2016

- 4.17.2 Registers are electronically backed-up on a daily basis and kept for ten years. Paper registers will only be used in exceptional circumstances (e.g. computer failure) and entries will be entered onto SIMS as soon as possible by the Student Support Team. Entries in paper registers must be in ink. All corrections must be visible (no correcting fluid).

Register Security

Paper registers are kept in a secure place in the Academy Office. It is the Form Tutor's responsibility to collect and return paper copies of registers to the Academy Office.

APPENDIX 1: THE LAW

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their fifth birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

Register and Admission Roll Keeping

The legal requirements are found in The Education [Student Registration] (England) Regulations 2006

Deletions from the Register

In accordance with the Regulations, pupils will only be deleted from the register when one of the following circumstances applies:

A	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
B	Change of school Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
C	Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
D	Home education In a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.

E	Moved away Except in the case of a boarder that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
F	In the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
G	That he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

Categorisation of Absence

Any student who is on roll but not present in the Academy must be recorded within one of these categories:

a) Unauthorised Absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

b) Authorised Absence

This is for those students who are away from Academy for a reason that is deemed to be valid under the Education Act 1996.

c) Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the Academy.

Note: Students recorded in this category are deemed to be present for attendance returns purposes. This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

APPENDIX 2: ATTENDANCE TARGETS

1. Attendance Targets

Academy Attendance Target

The Academy will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior Academy Manager will be responsible for overseeing this work.

2014/2015:	94.0%
2015/2016:	95.0%
2016/2017:	96.0%
2017/2018:	96.0%
2018/2019:	96.0%

Academy Persistent Absence Target

A student is considered 'persistently absent' when their attendance is less than 90% of their individual annual possible attendance. The Academy has set the following annual targets:

2014/2015:	10.0%
2015/2016:	10.0%
2016/2017:	8.0%
2017/2018:	8.0%
2018/2019:	8.0%

APPENDIX 3: STUDENT LEAVE OF ABSENCE FORM (EXCEPTIONAL CIRCUMSTANCE APPLICATION)

Term Time Holiday

You are required under the Education Act (1996) to ensure your child attends the Academy regularly. The Academy **should not** authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods. **Amendments to the 2006 regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers may determine the number of school days a child can be away from school if the leave is granted.**

The Principal and the Student Support Team will consider every application individually; our policy is **not** to grant leave of absence for any reason other than in the **most exceptional circumstances**.

An exceptional circumstance is much more likely to be a one off, unique situation such as a parent, grandparent or other close relative who is seriously ill; there may have been a recent significant trauma in the family or the absence might be a unique, one off never to be repeated occasion which can only take place at the time requested.

We will **only consider** leave of absence for the following exceptional circumstances:

- Service personnel and other employees who are prevented from taking holidays during term-time;
- When a family needs to spend time together to support each other during or after a crisis;
- Parents and carers who are subject to a strict and un-negotiable holiday rota and evidence from their employer **must be provided** to this effect.

Requests for leave of absence for the following reasons **cannot and will not** be authorised:

- If your child is in a public examination year group (Year 11 or Year 13);
- Because a holiday is cheaper during term time;
- Poor weather experienced in Academy holiday periods;
- Holidays which overlap with the beginning or end of term (even if dates are booked in error or by another member of family).

If you are applying for leave of absence, please ensure that a Student Leave of Absence Form and supporting letter is submitted to the Principal at least two weeks before the date that the leave of absence relates to. Please do not assume permission is granted if you have not received written confirmation. Please note that even if leave of absence is granted, schools are not obliged to provide work for students taking leave of absence.

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003), the Local Authority has statutory power to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the Academy has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is not acceptable to the Academy.

The Academy will discuss with the Local Authority any cases of unauthorized absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends the Academy regularly.

The penalty is in the form of a £60 fine per parent/carer per child and is payable within 21 days. This increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

If, on reflection, you consider that your circumstances are exceptional and you would still like to make an application for leave of absence for your child then please complete the form overleaf. If you are requesting Student Leave of Absence for more than one child, please complete an application for each child.

Application for Student Leave of Absence (EXCEPTIONAL CIRCUMSTANCE APPLICATION)

Please remember, taking your child out of the Academy during term time is likely to be detrimental to your child's educational progress.

Full Name of Child: _____

Year Group: _____ House: _____ Form Group: _____

Address: _____

Leave Requested From: _____ To: _____

Total number of Academy Days: _____

Please explain the exceptional circumstances which form the basis of your application for leave of absence in a separate letter to the Principal and attach it to this form.

I/We have read the information on the reverse of this application and attach my/our letter of application which explains the exceptional circumstances for which this request is made.

Signature of Parent(s)/Carer(s): _____

Date: _____

The Principal and the Student Support Team will consider your request for leave of absence as explained overleaf. Please remember that requests for leave of absence for the following reasons **cannot and will not** be authorised:

- If your child is in a public examination year group (Year 11 or Year 13);
- Because a holiday is cheaper during term time;
- Poor weather experienced in Academy holiday periods;
- Holidays which overlap with the beginning or end of term (even if dates are booked in error or by another member of family).

For Office Use Only

SSTR:	NA	SPH	FIN	PCHR	EC	Attendance Report Attached (if below 95%)
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SSTC:	Current Attendance: _____ %
	Previous Attendance: _____ %

SSTS:	Date: _____
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PD:	NA	SPH	FIN	PCHR	EC	Date: _____
PS:						Date Letter Sent Home: _____

Retain the original signed and completed forms in Academy attendance records and ensure a letter is sent to the parent/carer of the student to confirm authorisation or non-authorisation of the leave of absence requested.

SECTION 5: EQUAL OPPORTUNITIES STATEMENT

- 5.1 This policy has been assessed against the nine protected characteristics outlined in the Equality Act 2010.
- 5.2 There may be potential impact in respect of students who may share one or more of any of the nine protected characteristics. This policy is specifically written with the aim of clarifying procedures and supportive measures which will be applied consistently towards achieving 100% attendance for all students.