



HOLY TRINITY
Church of England Academy
Brockley Avenue, South Shields, Tyne and Wear NE34 0TS

Attendance Policy

Here in Holy Trinity CE Academy we value all members of our school community as learners, nurturing and empowering them to become the best they can possibly be.

‘Growing and Learning Together in Love’

As in the example of our Lord Jesus Christ

‘Love one another as I have loved you’

John 13:34

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1. Introduction

1.1 Holy Trinity Church of England Academy is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

1.2 The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

1.3 The policy has been drawn up based on current government and Local Authority guidance and statutory Regulations. The school will ensure that all members of the community know of the policy and have access to it.

2. School's Roles and Responsibilities

2.1 All staff (teaching and support) at Holy Trinity Church of England Academy have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

2.2 Attendance Leader

The Additional Needs Manager will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. As the Attendance Leader, the Additional Needs Manager will ensure that up-to-date attendance data and issues are shared with

the Senior Leadership Team, are made regularly available to all staff, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that the Governing Body is fully aware of attendance data and targets. She will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

2.3 Registration

i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers are responsible for completing the attendance registers using the Integris System, using the prescribed codes (shown below).

REGISTER CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity

X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

ii) The register will be called promptly by 8.55 am and 12.55 pm by each class teacher and a mark will be made during the registration period in respect of each child.

iii) The registers will close at 9.20 am and 1.10 pm. Any pupil who arrives after the closing of the register will be marked as absent. Any child arriving late but before the closing of the register will be marked as late.

2.4 Categorising absence

i) A mark will be made in respect of each child following the close of the registers. Any child who is not present will be marked unauthorised absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Head Teacher.

ii) Holy Trinity Church of England Academy recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, will potentially send a message to parents that any reason for nonschool attendance is acceptable and can render children extremely vulnerable to harm. If absence is, frequent or continuous, staff at Holy Trinity Church of England Academy will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the Head Teacher.

iii) If no explanation about an absence is received by the school within 1 week, the absence will remain unauthorised;

iv) Absence will be authorised in the following circumstances:

(a) where leave has been granted by the school in advance, for example:

- a pupil is to participate in an approved performance, for which a licence has been granted by the Local Authority,

· a pupil is involved in an exceptional special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered,

· in exceptional circumstances, permission has been granted for a family holiday for which the parents have sought permission in advance (see appendix for the school's term-time holiday form);

(b) where the school is satisfied that the child is too ill to attend; medical evidence will need to be provided on their return to school.

(c) where the pupil has a medical appointment and evidence of an appointment has been provided (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him / her to school beforehand;

(d) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;

(e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's / pupil's parents belong;

(f) the pupil / pupil is of no fixed abode, his/her parent is engaged in a trade which required him/her to travel, the pupil / pupil has attended school as often as the nature of the trade permits and, have reached the age of six, he/she has attended 200 sessions in the preceding 12 months;

(g) in other exceptional circumstances (e.g. a family bereavement) and for a very limited period.

(h) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be: · no explanation has been given by the parent; · the school is not satisfied with the explanation; · the pupil or parents are staying at home to mind the house; · the pupil or parents are shopping during school hours; · the pupil is absent for unacceptable reasons, e.g. a birthday; · the pupil is absent from school on a family holiday without prior permission; · the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

2.5 Approved educational activity

Where a pupil is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

2.6 Absences after close of class register

Any sudden absences that occur during the day will be picked up immediately by the class teacher and reported to the school office. The school office will advise the Head Teacher.

2.7 Staff Training

The Child Wellbeing Officer will ensure that all staff responsible for taking registers, including any temporary or supply staff, receives sufficient training to enable them to perform the task accurately.

3. Collection and Analysis of Data

3.1 The Attendance Leader will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

3.2 Attendance is monitored by year group and by reasons for absence. It is also analysed by gender, ethnicity, pupils / pupils with special educational needs and those who are vulnerable to poor attendance.

3.3 Accurate attendance returns are made to the DfE (via RM Integris direct to DfE Collect) within the stipulated time frame

4. Systems and Strategies for Managing and Improving Attendance

4.1 Attendance has a very high profile at Holy Trinity Church of England Academy. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment.

4.2 Holy Trinity Church of England Academy has procedures for dealing with unexplained absences within a week. Mrs Chow will contact the families for an explanation.

4.3 First-day calling Holy Trinity Church of England Academy has in place a system of first-day calling. This means that parents will be telephoned on the first day if a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents on the first day of absence then the second named person held on our files will be contacted. If there has been no contact made the first day, the Child Wellbeing Officer will make a home visit of the second day of no contact (she will leave a contact card informing parents/cares of our next steps if contact could not be established) to determine the reason for no contact. The third day of no contact the EWO will be informed. If a child is deemed to be missing from education the Missing Child Team will be informed.

4.4 Meetings with parents Where there is an emerging pattern to a pupil's absence (3 days) or sooner if staff are particularly concerned, with or without explanation, the class

teacher will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and pupil to resolve any difficulties. If attendance does not improve (4 days) a meeting with the Child Wellbeing Officer will be held to discuss the difficulties (further action to support the family may be needed). A meeting will be arranged with the Head Teacher after (5 days) to discuss the reasons for the continued issues with attendance, it will be explained to parents that any future absences will not be authorised unless there is clear evidence from the medical profession. A referral to the Educational Welfare Service will be made and a Penalty Warning Notice will be issued. If the attendance has not improved during the stated time, a Fixed Penalty Notice will be issued. If you ask any health professional, they will provide you with the evidence that you need. We do not accept photographs/filmed footage as evidence of illness or hospitalisation.

4.5 Lateness and punctuality Pupils are expected to arrive at school on time every day. It is very disruptive to their own education and that of others in their class, if they are late. Pupils who arrive after the register closes will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other pupils with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the Education Attendance Service (Children and young people's service).

4.6 Pupils / pupils who arrive late for school but before the register is closed enter the school through the main entrance and this is recorded on our Inventory System. They will then be marked as late. It is important that all pupils arriving late follow this procedure. If a pupil is recorded as late on 3 occasions, the class teacher will invite parents to a meeting to discuss the reasons for the lateness. If the pupil continues to arrive late a meeting with the Child Wellbeing Officer will be arranged with parents/carers. The Head Teacher will be informed of the situation if the matter has not been resolved and a meeting will take place to outline the importance of punctuality and attendance. The same process will be followed regarding parents collecting their child/children at the end of the school day.

4.7 Parents/Carers who arrive late to collect pupils must sign them out using the Inventory system. If a pupil is recorded as being collected late on 3 occasions, the class teacher will invite parents to a meeting to discuss the reasons for the lateness. If the pupil continues to arrive late a meeting with Child Wellbeing Officer will be arranged with parents/carers. The Head Teacher will be informed of the situation if the matter has not been resolved and a meeting will take place to outline the importance of punctuality and attendance. The same process will be followed regarding parents collecting their child/children at the end of the school day.

4.8 For the same reason it is important that parents of pupils leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day inform

the school office. Parents should sign pupils out when leaving the school site and sign them back in using the Inventory system when they return.

4.9 Post-registration truancy Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Holy Trinity Church of England Academy takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.

5. Term Time Holidays

5.1 Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

5.2 Holy Trinity Church of England Academy will consider every application individually, the policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays is not a right. An application must be made in writing using the appropriate form (see appendix), with appropriate evidence, in advance of the intended holiday.

5.3 Holy Trinity Church of England Academy will consider authorising holidays for:

- 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 who are subject to a strict and un-negotiable holiday rota.

5.4 Requests for holidays for the following reason will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

5.5 Holy Trinity Church of England Academy will respond to all requests for a leave of absence using the appropriate form (see appendix) giving the reasons for the decision.

5.6 Holy Trinity Church of England Academy will NOT authorise a holiday during periods of national tests, i.e. SATS examinations.

6. Extended Leave of Absence

6.1 In considering absence for extended trips overseas Holy Trinity Church of England Academy will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;

- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit are more difficult, particularly for minority ethnic families, where huge distances and high costs are involved;
- where extended leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.

7. Parents/Carers Responsibilities

7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Holy Trinity Church of England Academy.

7.2 Holy Trinity Church of England Academy expects parents / carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

7.3 Parents will also be expected to:

- notify Holy Trinity Church of England Academy on the first day of absence using the schools absence telephone line 07506460174 or reporting to the school office on 4562413.
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives Holy Trinity Church of England Academy will endeavour to support parents to address their concerns.

8. Pupils Responsibilities

8.1 All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher.

8.2 Pupils should attend all their lessons on time, ready to learn. If they have been absent from school their parents need to contact the school and provide medical evidence if the reason for their absence is illness. Pupils also have a responsibility for reporting to the school office if they arrive late and registering using the Inventory System.

9. Governors Responsibilities

Section 175 (2)

9.1 The governing body shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

10. Rewards

10.1 Pupils will receive a raffle ticket at the end of each week for 100% attendance; they will have the opportunity to spend their raffle tickets at the Good Attendance Shop on the last Friday of every half term. There will be a range of products that they can choose from priced from one raffle ticket to six raffle tickets. Each individual child that achieve 100% attendance for one term will receive extra play time and a cake. Two terms of 100% attendance will visit McDonalds for lunch and three terms of 100% attendance will visit Asda with £15 gift voucher to spend.

Furthermore, the class that has the best overall attendance for a term will visit the local cinema. A class that gets 3 weeks of 100% attendance over the year will get the opportunity to visit the cinema to watch a film of their choosing.