



Huntingdon Academy
A L.E.A.D. Academy

HUNTINGDON ACADEMY

Attendance Policy

Review frequency: Annual

Approval: Trust Board (HUNTINGDON Academy AGB)

Last Updated: May 2022



Attendance Policy

Aims of this policy

- to give a clear outline of our strategies to promote good attendance,
- to explain the procedures for monitoring attendance,
- to clarify the mechanisms for dealing with poor attendance.

Rationale on Attendance

It is our intention to ensure that every child enjoys coming to school. By providing a stimulating, challenging and secure environment, the children will be encouraged to be regular attendees, which will ultimately enhance their learning.

Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE. Continuity of learning can only take place through regular attendance.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time keeping for all pupils and this will be communicated through regular contact with parents/carers.

The school recognises and adheres to Nottingham City Council Children and Families, Penalty notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time Local Code of Conduct (see Appendix One) and the latest DfE guidelines

Registration times

Registration time is:

Year groups 1, 3 and 5 – Morning 8.50am

Year groups Reception, 2, 4 and 6 – Morning 8.55am

All Year groups - Afternoon 12:45 pm.

The register remains open until 9:00am in morning and 12:45pm for KS1 and 1:30pm for KS2 in the afternoon. Any child arriving after 9.00am will be marked 'L' late. Children arriving after 9.30am and 12:45pm (KS1) and 1:30pm (KS2) will be marked as an unauthorised late 'U'.

At times of exceptional weather the registers may, according to DfE guidelines remain open until 10.00am.



Lates and unauthorised lates are added into the class electronic registers by the attendance officer and recorded on the 'Late Sheet'.

At Huntingdon Academy, we believe good timekeeping is an essential skill that all of our children should learn from an early age. Our Attendance and Medical Officer will monitor punctuality through our register system. If your child is or has been late more than two times in one month, our Attendance and Medical Officer will make contact to ensure all children are supported in getting to school on time every day.

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 (SIMS).

If the electronic register is unable to be taken then the office administrator will provide a paper register and will then input it on the electronic register from the office

How do we monitor attendance?

All pupils' attendance is monitored daily and every two weeks using data analysis from the electronic register. The school operates a 'traffic light' system when monitoring attendance every 2 weeks:

- the **green zone**: pupils with 97% and above may require little or no action regarding their attendance;
- the **amber zone**: pupils with between 96% - 91% attendance, these pupils attendance is carefully monitored by the school, letters are sent to parents to tell them that their child's attendance has dropped into the amber zone. Absences after a child's attendance has dropped to 90% or below may not be authorised in line with Government guidelines.
- the **red zone**: pupils with below 90% attendance with no satisfactory reason, may be referred to Education Welfare, who will consider instigating Legal Action. They will be informed by letter that this is to happen.

Statistical evidence for the whole school and for individual classes is analysed every week and shared with staff.

The Headteacher and the Attendance Officer review pupils' attendance weekly.

The Education Welfare specialist reviews pupils' attendance every half term.

Reasons for absence and procedures for following up absence

- Only the Headteacher can authorise absences.
- If letters/notes come from parents/carers directly to the teacher then these should be signed and dated by the teacher and sent to the office.



- If a teacher receives verbal communication then it must be recorded on the electronic register for the appropriate days, otherwise the school office must be informed so that it can be recorded.
- All information about absences and logs of the school's attempts to make contact with home is recorded electronically on SIMS and in pupil absence records.
- Unexplained absences are followed up by a text message on the morning of the absence.
- If a child has not returned to school for three days and there has been no contact made then the Attendance Officer may visit the home.
- After a week if still no reason for the absence has been ascertained then a letter is sent home as a final attempt to gain a reason.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the school register.
- If a child is absent and no contact has been successful by school or the Attendance and Medical Officer, the child may be referred to Social Care in line with the school's Child Protection Policy around safeguarding.
- If a child is missing for two weeks then s/he will be referred as a child missing in education (CME) to Education Welfare.
- If a child does not return to school for a further two weeks and there has been no contact from the parents then his/her place may be removed from the register.
- Pupils' attendance is monitored and tracked against an, 'Attendance Risk Register' which clearly sets out the tiers for escalating procedures for poor/persistent absentees including prosecution (see Appendix Two).

Holidays

Due to changes in DfE guidelines (August 2013) the Headteacher may **no longer authorise holidays during term time**.

If a family is affected by extremely difficult circumstances then the Headteacher may reserve the right to authorise 'leave of absence'. **It should be understood that 'leave of absence' will only be authorised for FIVE days in the most testing and difficult circumstances.** Authorisation in these circumstances should be requested prior to booking flights or the organisation of any other arrangements to avoid difficulties or financial loss.

Where families are known to have taken children out of school during term time without prior agreement proceedings will commence for Penalty Notices to be issued. These are issued per child/per adult. Due to the Year 6 Statutory Assessment Tests (SATs), school cannot condone any absence during the SATs week in May. Children who are knowingly taken from school to go on holiday during SATs will be referred to Education Welfare for Penalty Notices to be issued.

Lateness

- Children arriving late within the registration period should report to the classroom or to the Learning Mentor if assembly has started.
- Children arriving after registration period should report to the main reception giving the reason for lateness, this information and the time of arrival is noted in the Late Sheet by one of the School Administrators. The Late Sheet is reviewed weekly and parents are contacted to follow up lateness.



- Lateness after 9:30am will be unauthorised and persistent lateness may result in a referral to Education Welfare. A Penalty Notice may be issued (See section 11).

Rewards

- Individual certificates are given to children for a full half terms 100% attendance.
- All certificates are presented in an assembly and the names of those with 100% attendance are put into a prize draw.
- There is a weekly prize draw for all pupils with 100% attendance.
- The class with the best attendance of the week is given a certificate and the class is awarded marble prizes.
- There is an attendance display outside at the back of the school to inform parents/carers of the percentage of attendance at Huntingdon Academy and who the weekly key stage winners are.

Communication with parents/carers

- Parents/carers are regularly informed about attendance issues in the Headteacher's and the Attendance Officer's newsletters.
- Attendance newsletters are sent out every term reminding parents of the school's monitoring procedures for attendance.
- Parents/carers are sent a text/called on the morning of their child's absence.
- Letters are sent enquiring about absence and lateness, impressing the legal requirements for children to attend and the financial penalties that may be served for non-attendance.
- Every term parents/carers of pupils whose attendance is below 96% are sent letters to inform them that their child's attendance has fallen into the amber zone or red zone.
- An Education Welfare specialist is consulted if the attendance of a child drops below 90% or if there is unauthorised absences. Families causing concern are also supported by school in resolving any attendance issues.
- School will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to school.

Legal Action

Under the Anti-Social Behaviour Act 2003, the Education Welfare Service has the power to issue Penalty Notices and to take Legal Action:

- to the parents/carers of a child who fails to attend school regularly;
- at the request of the Headteacher in respect of children and young people who are regularly late after the close of the register;
- where unauthorised absences have occurred including unapproved holidays being taken in during term time.

All of the above is subject to the school making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the school website and ensuring the Governing Body have adopted the policy and therefore support the action.

The school adheres to the Local Authority Code of conduct.

Equal Opportunities



Please refer to Huntingdon Academy equal opportunities policy when reading this policy.

Religious Observance

Nottingham city is a vibrant and diverse city that promotes respect for the faiths and values of all its communities. There are many religions celebrated in our schools and it is important that we recognise the diversity of the school population.

In Nottingham city one day for each religious festival (no more than three days in any one academic year) should be counted as authorised absence. The Student Regulations 2006 state that absence for religious observance should be treated as authorised (absence) **‘on a day exclusively set apart for religious observance by the religious body to which the parent belongs’**. Additional days off for shopping or for extended celebrations should be treated as unauthorised absence.

Children Missing in Education

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil 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 pupil is unable to attend because of sickness or unavoidable cause.
- School must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register.

School adhere to the Children missing in education Statutory guidance for local authorities; www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Review

Senior Leadership Team and Governors review the effectiveness of this policy annually. Statistical analysis is completed every half term and included in the Headteacher's Report to Governors.