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Summary of Changes from Previous Version

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1.AIMS

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) (last updated June 2026), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and the benefits of good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2. LEGISLATION AND GUIDANCE

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996.
- Part 3 of the Education Act 2002.
- Part 7 of the Education and Inspections Act 2006.
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments).
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013.
- https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt also refers to:
- School census guidance.
- Keeping Children Safe in Education (2025).
- Mental health issues affecting a pupil's attendance: guidance for schools.

3. ROLES AND RESPONSIBILITIES

THE ACADEMY EDUCATION COMMITTEE

The Academy Education Committee is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers.
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register and shares the required information with the DfE and Local Authority.
  Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.

- Recognising and promoting the importance of school attendance across the Academy's policies and ethos.
- Making sure the Academy's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the Academy has high aspirations for all pupils but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping Academy leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with Academy leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the Academy's processes and improvement efforts to make sure they are meeting pupils' needs.
- Where the Academy is struggling with attendance, working with leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer so that staff understand:
  - The importance of good attendance.
  - That absence is almost always a symptom of wider issues.
  - The Academy's legal requirements for keeping registers.
  - The Academy's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including interpreting and analysing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- Holding the Principal to account for the implementation of this policy.

The Link Governor for attendance can be found in **Appendix 1**.

THE PRINCIPAL

The Principal is responsible for:

- The implementation of this policy at the Academy.
- Monitoring school-level absence data and reporting it to Governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising the DSLRA to be able to do so.
- Working with the parents/carers of pupils with Special Educational Needs and/or Disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Ensuring that the Academy meets its duties under the Equality Act 2010 to make reasonable adjustments for pupils with disabilities or long-term medical conditions, ensuring barriers to attendance are identified and removed where possible.
- Communicating with the Local Authority when a pupil with an Education, Health and Care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the Academy's high expectations for attendance and punctuality regularly to Pupils and parents through all available channels.

THE DESIGNATED SENIOR LEADER RESPONSIBLE FOR ATTENDANCE (DSLRA)

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the Academy.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues, including using 'attendance contracts'.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.
- Working with the Local Authority to pursue 'Education Supervision Orders' and 'Attendance Prosecution' where no significant improvement to attendance has been made, in line with the Rotherham, Doncaster and Wakefield attendance pathways (**see Appendix 2.1, 2.2 and 2.3**).

The designated senior leader responsible for attendance can be found in **Appendix 1**.

THE ATTENDANCE TEAM

The Academy attendance team is responsible for:

- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to Academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Principal.
- Working with Education Welfare Officers and/or pastoral staff to tackle persistent absence.
- Advising the Principal/DSLRA (authorised by the Principal) when to issue fixed-penalty notices.

TEACHING STAFF

Teaching staff are responsible for:

- Monitoring the class attendance and report any cause for concern to the Attendance Officer, SLT staff member or the Principal.
- Have frequent discussion with pupils about the importance of regular attendance and punctuality.
- Support pupils who have been absent in making up missed work.

NB. Subject teachers in Secondary Academies will follow up suspicious absences by informing the Tutor and Pastoral teams of any discrepancies immediately. They query persistent or frequent absences with the Tutor to ensure that it is not 'selective truancy'.

SCHOOL ADMINISTRATION/OFFICE STAFF

School administration/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the Academy system.
- Transfer calls from parents/carers to the Head of Year/Pastoral lead in order to provide them with more detailed support on attendance.

PARENT/CARERS

Where this policy refers to a parent/carer, it refers to the adult the school and/or Local Authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not.
- All those who have parental responsibility for a child or young person.
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them).

Parents/carers are expected to:

Make sure their child attends every day on time.

- Call the Academy to report their child's absence before 9.00 am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the Academy with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the Academy and/or Local Authority.
- Seek support, where necessary, for maintaining good attendance, by contacting your child's Year Leader, who can be contacted via telephone number 01924 282740.

Parent/Carers have a legal duty to send their children to school regularly and risk prosecution if they fail in this duty. Only the Academy, within the context of the law, can approve absence. Parents/Carers cannot approve absence.

PUPILS

Pupils are expected to:

- Ensure that they arrive promptly, attend all morning and afternoon sessions and timetabled lessons punctually.
- Sign out at Pupil Reception and obtain an 'Authorised Absence stamp', staff signature and time of departure from the academy which gives proof of their authorisation to be off-site.
- May not leave the Academy premises during lunchtime. Note extensive 'Active Lunchtime' provision and a number of healthy eating outlets are provided.
- Discuss promptly with the Attendance team any problems that may affect their attendance.
- Attend school appropriately prepared for the day.
- Sign in and out of the premises via the central entry/exit system (Sixth Form only).

NB. Permission to leave the site will normally only be given for fixed term suspension or authorised medical/dental appointments.

4. RECORDING ATTENDANCE

ATTENDANCE REGISTER

The Academy will keep an attendance register and place all pupils onto this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

Registers are legal documents and must be taken clearly and accurately, using the correct symbols/codes. See **Appendix 3** for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

The Academy will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.25 am and ends at 2.55 pm. The Year 11 school day ends at 2:55pm on Monday and Friday and 3.45 pm on Tuesday, Wednesday and Thursday.

Pupils must arrive in school before 8.25 am on each school day or will be marked late. Period 1 starts at 8.30 am.

The register for the first session will be taken at 8.30 am and will be kept open until 9.00 am. The register for the second session will be taken at 12.25 pm and will be kept open until 12.55 pm.

UNPLANNED ABSENCE

The pupil's parent/carer must notify the Academy of the reason for the absence on the first day of an unplanned absence by 9.00am, or as soon as practically possible, by calling the Academy Attendance team, who can be contacted via 01924 282740 option 2 or email attendanceofficers@horburyacademy.com

The pupil's parent/carer must provide reasons for absence and a date in which the child or young person is expected to return. Parents/carers should contact the Academy on each occasion of absence.

SUBSEQUENT DAY OF ABSENCE

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the Academy will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the Academy is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

If the absence involves physical injury, with implications upon the pupil's return to the Academy, a risk assessment will be carried out by the SENDCO for each specific case.

ILLNESS DURING THE SCHOOL DAY

- If a pupil becomes genuinely unwell during the day, they will be sent to Student Support by the Class Teacher (Primary Academies) or by their Teacher/Pastoral Manager (Secondary Academies). Pupils should not contact parents/carers directly.
- Staff will then assess the illness and make decisions about whether parents/carers need to be informed and whether a pupil will be sent home, wait and/or return to class.
- No pupil should leave the Academy premises for such arising medical reasons without staff permission (based on whether contact has been made with a parent/carer at home).
- In the event of a pupil being genuinely unwell and unable to continue with the Academy day, contact will be made with parent/carer. In the interest of safeguarding pupils' arrangements will be made for the pupil to be collected by a parent/carer or another nominated family member.
- Appropriate First Aid will be administered where deemed necessary by a trained First Aider.

PLANNED ABSENCE

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the Academy in advance of the appointment. The Academy may request evidence of the appointments.

See **Appendix 4** which details of how parents/carers should request a leave of absence.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the Academy can authorise.

LATENESS AND PUNCTUALITY

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

Pupils arriving after registration time will receive a late mark (L) in the register. If a pupil is going to be late, parents/carers have a responsibility to inform the Academy of their child's lateness by telephone.

Registers close at 9.00 am:

- Secondary - Pupils arriving after this time must report to the Attendance office.
- Primary - Pupils arriving after this time must report to Reception and/or Pupil Reception to be marked present and order lunch.

A message will be sent to parents/carers before 10.00 am indicating lateness or absence if no contact has been made by parents/carers to explain this.

Secondary:

- Avoidable and persistent lateness in Secondary Academies will result in a detention.
- Pupils will be challenged for poor punctuality as follows:
  - Late to school will result in a detention (30 minutes on the next day)
  - Late marks to lessons will result in a negative late to lesson behaviour point. 3 negative late to lesson behaviour points will result in a 30 minute detention.

Ultimately, the parent/carer of a child or young person who frequently arrives late at school can be prosecuted in the Magistrates Court under the Education Act 1996 for failing to ensure their child attends regularly.

FOLLOWING UP UNEXPLAINED ABSENCE

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the Academy will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the Academy cannot reach any of the pupil's emergency contacts, the Academy will conduct a home visit.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the Academy will consider involving an Education Welfare Officer.
- Where relevant, report the unexplained absence to the pupil's Youth Offending Team Officer.
- Where appropriate, offer support to the pupil and/or their parents/carers to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.

- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention (see section 5 – Legal Sanctions below), as appropriate.
- Children Missing in Education:
    - The Academy recognises its statutory duty under the Children Missing Education guidance (2016) to notify the Local Authority of any pupil removed from roll, including the reason for removal. Where a pupil is absent for 10 consecutive school days without authorisation, or is believed to be missing education, the Academy will notify the Local Authority immediately. All concerns will be treated as safeguarding matters and referred to the DSL.
    - A child missing from education may be a potential indicator of abuse or neglect. Any such concerns will be immediately referred to the Designated Safeguarding Lead in line with Keeping Children Safe in Education (2025).

REPORTING TO PARENTS/CARERS

The Academy will regularly inform parents/carers (see definition of 'parent', as used in this policy, in section 3 above) about their child's attendance and absence levels via half-termly letters. Attendance figures are also included in each learning cycle report.

5. AUTHORISED AND UNAUTHORISED ABSENCE

APPROVAL FOR TERM-TIME ABSENCE

The Principal will allow pupils to be absent from the Academy site for certain educational activities, or to attend other schools or settings.

The Principal will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time-limited part-time timetable (A part-time timetable may only be used in exceptional circumstances as a short-term measure to support reintegration. It must be time-limited, regularly reviewed (at least fortnightly), agreed with parents, and reported to the Local Authority.)
- Exceptional circumstances.

A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent.

We define 'exceptional circumstances' as events that are unexpected, unavoidable, and outside of your control.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form – **see Appendix 5.** The Principal may require evidence to support any request for leave of absence.

If a pupil is over compulsory school age (e.g. Sixth Form), leave can be requested or agreed by the pupil or a parent/carer they normally live with.
Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent/carer(s) belong(s). If necessary, the Academy will seek advice from the parent/carer religious body to confirm whether the day is set apart.
- Parent/carer(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the Academy, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the Academy may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the Academy.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the Local Authority.
- Attending work experience.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the Academy premises are closed.

Elective Home Education: Where parents express an intention to electively home educate, the Academy will inform the Local Authority immediately and will work with the family to ensure the decision is made in the best interests of the child.

Unauthorised absences are those which Place Partnership does not consider reasonable and for which no "leave" has been given. This includes:

- Parents/carers keeping children off school unnecessarily.
- Truancy during the school day.
- Absences which have never been properly explained.
- Pupils who arrive at school too late to get a mark on the register.
- Shopping.
- Looking after other children.
- Birthdays.
- Day trips and holidays in term time.
- Excessive, prolonged or repeated patterns for absence due to illness without medical evidence/ confirmation from a GP or other healthcare professional.
- Waiting for a delivery.

- Taking or collecting a relative to/from the airport.
- Sleeping in after a late night.
- Parent/carer's illness.

LEGAL SANCTIONS

Our Academy will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

PENALTY NOTICES

The Principal (or someone authorised by them), Local Authority or the police can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the Academy issues a penalty notice, it will check with the Local Authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the Academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).
- Whether a penalty notice is the best available tool to improve attendance for that pupil.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.

A penalty notice may also be issued where parents/carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents/carers that the pupil must not be present in a public place on that day).

Each parent/carer who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/carers who allowed the absence.

The payment must be made directly to the Local Authority, regardless of who issues the notice. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent/carer must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent/carer in respect of the same pupil, the parent/carer must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent/carer in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

NOTICES TO IMPROVE

If the national threshold has been met and support is appropriate, but parents/carers do not engage with offers of support, the Academy may offer a notice to improve to give parents/carers a final chance to engage with support.
All penalty notices will be issued in accordance with the Local Authority's Code of Conduct (Rotherham, Doncaster and Wakefield), which sets out any additional local requirements beyond the national threshold.

They will include:

- Details of the pupil's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents/carers under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of 15 days (3 weeks) for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

6. STRATEGIES FOR PROMOTING ATTENDANCE

The Academy recognises that promoting good attendance is most effective when it is underpinned by a positive whole-school culture that values learning, fosters strong relationships, and celebrates success. To achieve this, we will:

- **Set high expectations**: Attendance targets will be clearly communicated to all pupils, parents and staff. Regular assemblies, tutor sessions, and newsletters will reinforce the importance of attendance and punctuality.
- **Reward good attendance**: Pupils with excellent or significantly improved attendance will be recognised through certificates, letters home, celebration assemblies and, where appropriate, additional rewards.
- **Provide visible monitoring and feedback**: Form tutors and Year Leaders will review attendance regularly and discuss concerns promptly with pupils and parents. Attendance figures will be included in reports and shared termly with families.
- **Use early intervention**: Where patterns of absence or punctuality begin to emerge, the Academy will act quickly, contacting parents, offering support, and, if required, agreeing to individual attendance contracts or pastoral plans.
- **Engage with families**: We will work in partnership with parents and carers to address barriers to attendance, using Early Help processes where appropriate. Strong communication between school and home will be maintained at all times.
- **Work collaboratively**: The Academy will liaise with external agencies (e.g. Education Welfare Service, health professionals, social care) to provide targeted support where needed.
- **Ensure equity and inclusion**: We will make reasonable adjustments for pupils with SEND or health needs to enable them to attend regularly and participate fully in school life.

7. SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL

The Academy is committed to supporting pupils who face genuine barriers to attendance, ensuring that every child has access to full-time education and is reintegrated effectively following periods of absence.

PUPILS ABSENT DUE TO COMPLEX BARRIERS TO ATTENDANCE

- The Academy will identify barriers (such as family circumstances, social or emotional needs, or wider safeguarding concerns) and will work with parents, carers and relevant agencies to reduce these barriers.
- Tailored action plans will be created, which may include mentoring, additional pastoral support, or access to alternative provision.

PUPILS ABSENT DUE TO MENTAL OR PHYSICAL HEALTH OR SEND

- Absence linked to physical health, mental health, or SEND will be carefully monitored. Reasonable adjustments and targeted interventions will be provided to encourage continued engagement with education.
- Where a pupil has an Education, Health and Care Plan (EHCP) and attendance is a concern, the Academy will liaise with the Local Authority to ensure needs are met and appropriate provision is in place.
- For pupils with medical needs, an individual healthcare plan may be developed in partnership with health services and families.

PUPILS RETURNING TO SCHOOL AFTER A LENGTHY OR UNAVOIDABLE PERIOD OF ABSENCE

- Reintegration meetings will be held with parents/carers, and pupils to agree a personalised plan for returning to school.
- Pastoral and academic support will be offered to help pupils catch up on missed learning and to rebuild relationships and routines.
- The Academy will ensure that returning pupils feel welcomed, valued, and supported, minimising any risk of further disengagement.
- Where needed, referrals will be made to appropriate services (e.g. CAMHS, social care, Early Help) to ensure that barriers are addressed holistically.
- The Academy will work closely with the Local Authority to fulfil its duties in relation to attendance, safeguarding, and Children Missing Education.

STEP-OUTS, MANAGED PLACEMENTS AND DIRECTED LEARNING

Directing the education of the pupil, to support improving attendance or behaviour, for a period of time, to a partner or local academy may include (although this list is not exhaustive):

- 1 or 2 days in a designated area.
- 6 or 12 weeks on an agreed timetable.

- A trial placement for a full transfer.

On these occasions, parents/carers will be informed, and it is then the parents/carers and pupil's responsibility for the pupil to arrive at the designated academy on time, dressed in full academy uniform, equipped for learning, and follow the expectations of the provider of the placement/Step-Out.

Following the successful completion of a period of time out of the academy, parents/carers will be asked to meet with Headteacher on return to the academy to discuss a re-integration.

RE-INTEGRATION TIMETABLE

As a re-integration tool to enable pupils to return to the academy following absence, a re-integration timetable may be appropriate. This will be agreed with parents/carers and be time limited to no more than a half-term per agreement in line with Local Authority guidance. This will be reviewed as the re-integration timetable progresses.

8. ATTENDANCE MONITORING

MONITORING ATTENDANCE

The Academy will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the Academy and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The Academy has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The Academy will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the Academy Education Committee.

ANALYSING ATTENDANCE

The Academy will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct a thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

All teachers should look out for any patterns in absence and investigate or report their concerns to the Attendance team and/or Pastoral teams as appropriate. If a pupil's attendance level drops below 96% the cause will be investigated by the Academy Attendance team who will liaise with parents/carers.

USING DATA TO IMPROVE ATTENDANCE

The Academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see below).
- Provide regular attendance reports to Class Teachers/Form Tutors, to facilitate discussions with pupils and families, and to the governing board and school leaders (including Special Educational Needs Co-ordinators, Designated Safeguarding Leads and Pupil Premium Leads).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, Local Authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

REDUCING PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the Academy's strategy for improving attendance.

The Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents/carers of pupils who the Academy (and/or Local Authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the Local Authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the Academy will sensitively consider some of the reasons for absence.

- Implement sanctions, where necessary (see section 5, above).
- Place pupils on attendance plans to monitor their attendance more closely.
- Conduct regular home visits, whether reason for absence has been given or not.
- Send letters to parents/carers to inform them of the Academy's significant concerns regarding persistent and severe absence.
- Discuss persistent and severely absent pupils during scheduled attendance meetings with pastoral year leaders, academic year leaders and attendance staff.
- Add anything else that is part of your strategy.
- Explain any other procedures the Academy has for targeting unauthorised absence – for example, meetings, letters and closer monitoring.

MONITORING ATTENDANCE AND PUNCTUALITY AT OFF-SITE PROVISION

Where pupils attend external provision, weekly registration certificates are received from the external providers. These are monitored and any concerns reported to the Attendance team/Senior Leadership team.

9. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum, every year by the Chief Executive Officer.

10. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Child Protection and Safeguarding Policy.
- Rewards and Consequences Policy.
- Supporting Pupils with Medical Conditions and First Aid Policy.
- Children with Health Needs who Cannot Attend School.

APPENDIX 1 – KEY STAFF

The **Link Governor for Attendance** is to be confirmed.

The **Designated Senior Leader responsible for Attendance** is Steve Care who can be contacted via email on: info@horburyacademy.com

The **Senior Attendance** Officer is Joanne Manely who can be contacted on: info@horburyacademy.com

APPENDIX 2 - PATHWAYS

2.1 ROTHERHAM PATHWAY – MALTBY ACADEMY AND WATH ACADEMY

https://www.rotherham.gov.uk/education-2/school-attendance

2.2 DONCASTER PATHWAY -SIR THOMAS WHARTON ACADEMY

Promoting Good Attendance & Punctuality - City of Doncaster Council
DfE external document template (doncaster.gov.uk)

2.3 WAKEFIELD ATTENDANCE STRATEGY 2023-2026

Wakefield Attendance Strategy 2023 – 2026 - Wakefield Council

APPENDIX 3 - ATTENDANCE CODES

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)

E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the Local Authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every Pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective Pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

APPENDIX 4 - REQUESTING LEAVE OF ABSENCE

Place Partnership or Academy Principal are no longer able to grant leave of absence for the purpose of a family holiday during term time. The Principal may not grant any leave of absence unless there are exceptional circumstances. Any pupil absent during term time, unless granted by the Principal because of exceptional circumstances, will be recorded as 'unauthorised' absence.

All requests for leave of absence should be in writing to the Principal and will be considered on an individual basis taking into account individual circumstances.

The request for leave of absence form **Appendix 5** can be obtained in hard copy from Reception or downloaded via our website and must be returned to the Academy Attendance Team at least 4 weeks in advance of the absence.

A Fixed Penalty Notice may be issued by the Local Authority where a pupil has been taken on holiday during term time, the absence has not been authorised by the school.

APPENDIX 5 – LEAVE OF ABSENCE REQUEST FORM

Application for Leave of Absence

(Please read the notes overleaf before completing this form)

Child's Details:			
Pupil Name (in full):		Date of Birth	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth	
Address (inc Post Code):			
Parent/Carer Details:			
Parent/Carer 1 Name (inc title):		Date of Birth	
Relationship to pupil:			
Address (inc Post Code):			
Parent/Carer 2 Name (inc title):		Date of Birth	
Relationship to pupil:			
Address (inc Post Code):			
Reason for the Request:			
First Day of Leave:		Last Day of Leave:	
Date to return:			
Adult accompanying pupil:			
Signature of Parent/Carer:		Date:	

Meets leave of absence criteria for exceptional leave Yes/No			
Signature of Principal:		Date:	

The Education (Pupil Registration)(England) Regulations 2006 (Amended September 2013) state that the Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

APPLICATION FOR LEAVE OF ABSENCE

Notes for Parents

Please complete the Form overleaf and return it to the Principal for any application for leave of absence for the Academic year commencing September 2025 – July 2026. The decision will be based on the Education (Pupil Registration England) Regulations 2006 (Amended September 2013). Principals should determine the number of school days a child can be away from school IF leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that BOTH parents/carers are at risk of receiving a Fixed Penalty Notice for EACH child of the family with a period of unauthorised absence from school in line with Section 23 of the Anti-Social Behaviour Act 2003.

If issued with a first penalty notice, the parent/carer must pay £80 within 21 days, or £160 within 28 days. If a second penalty notice is issued to the same parent/carer in respect of the same pupil, the parent/carer must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent/carer in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

The 2013 change to Legislation states that is that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of parents/carers to ensure that their children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.