



# Attendance policy

<b>Approved by</b>	Local Governing Body	
<b>Reviewed date</b>	July 2024	<b>Frequency:</b> Every 2 years
<b>Next review date</b>	July 2026 and updated in the interim (if required) to ensure that the policy addresses how we are working together with all partners to improve learner and academy attendance.	
<b>Version</b>	1	
<b>Revised</b>	The 2023-2025 policy has been updated to reflect the substantive changes outlined in 'Working together to improve school attendance' August 2024.	
<b>Summary of changes</b>		

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## Current Context

*'Central to raising standards in education and ensuring all learners can fulfil their potential is an assumption so widely understood that it is insufficiently stated – learners need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'*

The Government expects schools to promote good attendance and reduce absence, including persistent absence, ensure every learner has access to full-time education to which they are entitled and act early to address patterns of absence. This policy has been updated in line with DFE 'School Attendance' guidance (August 2020)

Parent/carers\* are expected to perform their **legal duty** by ensuring their children of compulsory school age who are registered at school attend regularly and arrive to school on time".

\*Definition of parent/carer: Section 576 of the Education Act 1996

A parent/carer in relation to any child or young person, includes any person who is:-

- a) a natural parent or carer, whether they are married or not;
- b) not a parent/carer but who has parent/carer responsibility for him/her; or
- c) responsible for the care of him/her

This also includes all absent parent/carers who must have regular contact and an ability to influence the child including his/her attendance (separated parent/carers who do not accompany the other parent/carer on the unauthorised leave should not be included). Parent/carer partners can be included (whether or not they are married or the natural parent/carer of the child as they have 'care' of the child. If a learner lives with a grandparent/carer or older sibling as their main carer they can also be included as they are the main care provider.

It is also important to note that even though a parent/carer may not live in the same home as the learner that parent/carer is still responsible for ensuring the child attends school every day.

Parents and carers are required to provide the academy with two up to date telephone numbers in the event of a responsible adult needing to be contacted.

Attendance is everyone's responsibility. At Summit Learning Trust we have a culture that promotes the benefits of excellent attendance. We believe in the 'support first' approach and will work together with our learners, their families and wider partners, including the local authority, voluntary and community sector where needed to ensure barriers to attendance are overcome and excellent attendance is secured. Below are the names and roles of key staff members who support our culture and follow up learner absences.

Role PERSONALISE ROLE TITLES	Name
Attendance Champion is to replace lead	
Attendance Champion	Sunny Gill
Attendance Officer	Sunny Gill
Education Welfare Officer	Marie Chambers
Designated Safeguarding Lead	Neil Kitching
Special Educational Needs and Disabilities Co-Ordinator	Ellen Holt
Pastoral Lead	Sunny Gill

# 1. Aims

At Summit Learning Trust, we believe that excellent attendance and punctuality are important in helping learners achieve the best that they can be. Education is important. Learners should be at school, on time and ready to learn, every day the school is open, unless the reason for absence is unavoidable. All research shows that 'every moment counts' and learners who attend well achieve well.

Our academy aims to meet its obligations with regards to academy attendance by:

- Promoting excellent, 100% attendance and reducing absence, including persistent absence
- Ensuring every learner has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Working with each identified learner and their parents/carers to understand and address the reasons for absence, including any in-school / out of school barriers to attendance
- Recognising improved attendance
- Supporting and signposting learners and their families to appropriate services if required including
- Proactively managing lateness and being alert to patterns of late arrival

We will also support parent/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and we will promote and support punctuality in attending lessons.

Good attendance (at least 97%) is essential to the learning, achievement and well-being of all learners, and particularly for those learners with SEND and/or from disadvantaged backgrounds, looked after children and for those who have had previously disrupted education.

# 2. Legislation and guidance

The 1996 Education Act (section 444) states that parents (including non-related adult carers in the child's household) have a **legal responsibility** to ensure that those of compulsory school age are educated, either by '**regular**' attendance at school or 'otherwise'. The 2008 Education and Skills Act (section 155) specifies the same requirement regarding regular attendance at alternative provision.

**The duty on parents/carers is to ensure that their children are educated, either at school or 'otherwise'**. Education is therefore compulsory. In terms of 'otherwise' children may be educated by their parents at home, by a private tutor or in establishments other than schools, i.e. – FE colleges from the age of 14, special units, hospitals or in alternative educational programmes or work experience. The law allows parents/carers to choose the alternative options, provided they can demonstrate to the Local Authority that the education is full-time and 'suitable' to the child's education needs, up until the relevant leaving-date for all young people.

Schools must enter learners on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the learner will attend the school. For most learners the expected first day of attendance is the first day of the school year. Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment. **(DFE guidance – August 2024)**

This policy meets the requirements of the [academy attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [academy attendance parent/carer responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- [The Education Act 1996](#)

- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Learner Registration\) \(England\) Regulations 2006](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Amendment Regulations 2024](#)

This policy also refers to the DfE's guidance on the [academy census](#), which explains the persistent absence threshold.

### 3. Academy procedures

#### 3.1 Attendance register

By law, all academies (except those where all learners are boarders) are required to keep an attendance register, and all learners must be placed on this register.

The attendance register will be taken at the start of the morning session of each academy day and once during the afternoon session. It will mark whether every learner 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

**PRIMARY** - On each occasion when the register is taken the appropriate national attendance and absence code will be entered for every learner (of both compulsory and non-compulsory school age). Whilst the statutory guidance for school attendance sets out guidance for children of non-compulsory school age, as an academy our expectations remain high for this age group as we want our learners to get the most out of their school experience, meeting an expected and higher standard of education at both key stage 2 and 4.

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 6 years after the date in which the entry was made.

Learners must arrive in academy by 8.45 on each academy day.

#### 3.2 Absence from school

Parent/carers must notify the academy on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by or as soon as practically possible.

To report an absence parent/carers should contact the attendance team **on 0121 706 3873 option 1** or you can email the school office on [office@kinetongreen.org.uk](mailto:office@kinetongreen.org.uk). Once contact (verbal and/or written) has been made by the parent/carer the school will determine if the absence is to be **authorised** or **unauthorised**.

Parents/ carers are reminded that by law, only the academy Principal can make the decision to authorise an absence.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

The school will only **authorise** a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent/carer rings the school to confirm the learner is unwell: medical appointment card with one appointment entered, letter from a professional, doctor's note, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence

Where it is not possible for medical / dental appointments to be made out of academy hours, the learner should be out for the minimum amount of time necessary, and be in attendance prior to their appointment / or return afterwards.

To report an upcoming medical or dental appointment parent/carers should contact the school office on **0121 706 3873 option 1**

### **3.4 Lateness and punctuality**

The 1996 Education Act requires that every learner should attend school and be on time. It is better to be late than not to be in school at all, **BUT** when learners arrive late it makes it difficult for everyone. The teacher has to stop and wait for the latecomer to settle down, the rest of the class is disrupted, and the latecomer misses the, often vital, first part of the lesson.

Persistent lateness to school does have a significant impact on a child's learning and overall attainment, as outlined below:

Learner is late to school 5 minutes each day = 3.4 days of learning lost during the academic year

Learner is late to school 10 minutes each day = 6.9 days of learning lost during the academic year

Learner is late to school 15 minutes each day = 10.3 days of learning lost during the academic year

Learner is late to school 20 minutes each day = 13.8 days of learning lost during the academic year

Learner is late to school 30 minutes each day = 20.7 days of learning lost during the academic year

If you are aware your child will be arriving late, please send them with a note explaining the circumstances or contact the school by telephone, i.e. - unplanned appointment at the doctors.

A learner who arrives late but before the register has closed will be marked as late, using the appropriate code.

A learner who arrives after the register has closed will be marked as absent, using the appropriate code. Patterns of late arrival will be recorded, monitored and challenged by the academy.

Learner punctuality at Kineton Green is carefully monitored by the attendance officer/pastoral and senior leadership team.

If learners are persistently late to school following the closure of the register, then unauthorised absence procedures will apply.

Parents/carers will be regularly informed about their child's punctuality to school and will be required to attend a formal meeting with a member of the attendance/pastoral team should lateness become a concern.

### **3.5 Following up absence**

As absence can be a symptom of wider issues a family is facing, the academy will always work together with parents, carers learners and other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects learners' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through a legal framework.

The academy will follow up any absences to ascertain the reason, ensure appropriate safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Unauthorised absences will be challenged initially by our attendance team to ascertain reasons for this absence. If this is unsuccessful members of our wider attendance team including where necessary, our Educational Welfare Officers will contact parent/carers for further clarification. Please be aware that Kineton Green works closely with Birmingham City Council and Solihull Metropolitan Borough Council in applying their legal processes. From September 2024 schools will be able to use their judgement and evidence to request that a penalty notice is issued.

Each local authority has an Attendance Support Team who will hold regular conversations with their schools to identify learners who are persistently and severely absent or who are at risk of becoming so. This advisory support will be in addition to the Educational Welfare Service Summit Learning Trust academies independently commission.

Where there are out of school barriers, the local authority will provide the identified learner and their family with access to services they need in the first instance. If the issue persists, the local authority will facilitate a voluntary Early Help assessment where appropriate.

The local authority will also work jointly with the academy to provide formal support options including attendance contracts and education supervision orders.

Where there are safeguarding concerns, the local authority will ensure joint working between the academy, children's social care services and other statutory safeguarding partners.

#### **Notice to improve**

A notice to improve is a final opportunity for a parent/carer to engage in support and improve their child's attendance before a penalty notice is issued. If the national threshold has been met, and support is appropriate, but offers of support have not been engaged with by the parent/carer, or have not worked, the academy can request that the appropriate local authority issues a penalty notice to parents. All referrals and cases are managed on a case-by-case basis.

### **3.6 Reporting to parent/carers**

Parent/carers will receive regular attendance and punctuality updates for their child.

Where absence intensifies, so will the support provided by the academy and other services if appropriate. An attendance contract may be drawn up providing a formal agreement between the family and the academy. The requirements of the plan will depend on the individual case, circumstances and will be tailored to the needs of the learner and their family.

The attendance contract will outline details of:

- the requirements the parent(s)/carer(s) is expected to comply with
- a statement from the academy and/or local authority agreeing to provide support to the parent(s)/carer(s) to meet the requirements, setting out details of the support
- a statement by the parent(s)/carer(s) that they agree to comply with the requirements for the period of time specified by the contract.

## **4. Authorised and unauthorised absence**

## 4.1 Granting approval for term-time absence

**Principals may not grant any leave of absence to learners during term time unless they consider there to be 'exceptional circumstances'.**

Parents/carers are required to submit a written request/application for their child to take a leave of absence for exceptional circumstances during term time. The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion. Legislation does not allow schools to authorise any holiday's in term time or authorise leaved retrospectively.

Parents/carers are required to provide the academy with adequate information/documentation in advance of any leave their child may take from school during term time. Should this information not be adequately provided, and the learner is absent from school for 5 consecutive days or more, the academy will make reasonable enquires into the location of the learner, and the child's absence may be reported to the local authority with the child then deemed as 'missing in education'.

Authorised absence codes are noted within appendix 1

## Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. These are an **offence** by the parent/carer. The circumstances noted below is not an exhaustive list, and may include:

- A learner not attending school to go shopping for school clothes
- A learner not attending school as it is her birthday or the birthday of a family member
- A learner not attending school as the family have gone to the airport to meet a visiting relative
- A learner not attending school due to attending a hospital appointment for another family member
- A learner not attending school due to the fact the family returned late in the previous evening from a family holiday or event in another part of the country
- A learner not attending school as they are looking after younger siblings
- A learner not attending school as a sibling is unwell
- A learner attends a medical appointment in the morning but then fails to return to school for afternoon lessons.

Code G	The academy has not granted a leave of absence and the pupil is absent for the purpose of a holiday.
Code N	Reason not yet established (within 5 days of a reason not being established)
Code O	Where no reason for absence is established or the academy is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
Code U	Where a pupil has arrived late after the register has closed but before the end of session.

However, the Principal will take specific circumstances into account and use their discretion to determine if an absence is to be unauthorised. It is important that parents/carers notify the school in advance of an absence, and where possible, seek the Principal's authorisation.

Where clarification needs to be gained, the academy will also request reasonable medical evidence in cases where more information is required to accurately record absence in the attendance register.

## 5. Safeguarding

This policy will contribute to the protection and safeguarding of our learners and promote their welfare by adopting a whole academy approach to attendance.

The academy reserves the right to invite parents/carers into the academy to discuss any attendance issues that raise potential safeguarding concern/ potential risks of a learner being exposed to multiple harms including violence, extremism, exploitation, discrimination, or victimisation.

In addition, if the academy suspects that a learner may be at potential risk as a result of their absence from school the safeguarding team reserve the right to refer these concerns to the appropriate external agencies, i.e. – social care (CASS), police. The academy will inform parents / carers if a referral is to be made. However, this may not be appropriate in every circumstance depending on the nature of the safeguarding concern and a referral may be made without informing the parent / carer.

## **Children Missing From Education**

Where a learner has not returned from a period of leave or has had a continuous period of absence, the academy and the academy's Local Authority may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the learner is.

In conducting these enquiries, the academy and the academy's Local Authority will also liaise with the home or temporary local authority (should the learner live in one local authority and attend a school in another) to investigate whether the child is a Child Missing Education. This feeds into each local authority's responsibility for safeguarding and promoting the welfare of pupils.

**The academy reserves the right to contact relevant agencies to seek advice (Children's Social Care, Police Safe and Well-being referral, CME) if any child is absent from school for more than five days without confirmation from parents/carers. Should a child with a named social worker have an unexplained absence the academy will make contact with the social worker on day 1.**

Every attempt will be made to communicate with parents/carers to ensure a child is safe and well, including home visits by academy staff members / Education Welfare Officer (see appendix 3).

There are many circumstances where a child may become missing from education, as outlined below;

- Child is at risk of harm / neglect (school will follow standard Child Protection procedures for referrals to social care / police)
- Children of Gypsy, Roma or Traveller families (school will inform local authority when a GRT learner leaves the school without identifying a new destination school).
- Families of Armed Forces (school will contact MOD Children's Education Advisory Service for advice on making arrangements for continuity of education)
- Missing children / runaways (direct referral to Children's Services and Police)
- Children supervised in the Youth Justice system
- Children who cease to attend a school

### **Concerns:**

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these learners are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.

If this is the case, please contact the school as soon as possible to speak to the relevant member of staff. In any of these circumstances, we will work closely with you and your child to address the concerns and put relevant support measures in place. This may involve working with our pastoral team or accessing support from appropriate external agency.

## Home Education

Under the DFE guidance on attendance (August 2020); 'Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school'. If a parent wishes to withdraw a child from the school, the child will be known as 'Electively Home Educated'. Any parent/carer wanting to withdraw their child from the academy should inform the academy's attendance officer and express their wishes. Parent/carers will be invited into school to meet with a member of the senior leadership team to discuss their wishes and explore all options available. Parents/carers will be provided with a local authority information pack. Parents/carers will be required to confirm their decision in writing to the Principal after an agreed period of deliberation time ensuring they are fully informed of the decision they are making. The academy will forward this letter to the Local Authority and the child will be removed from the admission register in line with the School Attendance and (Pupil Registration) (England) Regulations 2024 guidance. The Local Authority will then determine whether or not to accept this new arrangement or challenge it. However, parents/carers are unable to withdraw their child from school if they are subject to a 'School Attendance Order'.

Children with an Education, Health and Care Plan (EHCP) can be home educated. Where the EHCP sets out special educational provision that the child should receive at home, the local authority is under a duty to arrange that provision. The local authority must review the child's EHC Plan annually.

### 4.2 Legal sanctions

Academies are legally bound to escalate persistent absenteeism to their Local Authority which can result in a penalty notice to be issued to parents / carers via the relevant local authority for the unauthorised absence of their child from school, where the child is of compulsory school age.

The National Framework for issuing a Penalty Notice is considered appropriate in the following circumstances:

#### 1. **Attendance:**

When a learner has had a minimum of 10 sessions of any unauthorised absence within a rolling 10 week period

This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

- a school or place of alternative educational provision has commenced the relevant local authority legal intervention process and
- despite that process being followed by the academy, there has been little improvement in the learner's attendance.

#### 2. **Unauthorised Leave in Term Time:** When:

- a learner has been taken on an unauthorised "leave of absence" from school or a place of alternative educational provision for minimum of 10 continuous sessions (five days) and;
- the school or place of alternative educational provision have followed the relevant local authority legal intervention process, a penalty notice may be issued.

#### 3. **Excluded Child in a Public Place:** When:

- a learner of compulsory school age is excluded on disciplinary grounds, the parent/carer of that child, provided they have been served with Notice under Section 104 of the act, must ensure that the child is not present in a public place during school hours during the first five days of that exclusion without reasonable justification. Where parents/carers fail to ensure their child is not in a public place under these circumstances, a penalty notice may be issued.

- **Penalty Notice Fines**

- 1) The first penalty notice issued to a parent in respect of a particular learner will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- 2) A second penalty notice issued to the same parent in respect of the same learner is charged at a flat rate of £160 if paid within 28 days.
- 3) A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This may include a case being put forward to the Magistrates courts and a higher tariff of £2500 being issued to parents, it may include other tools such as one of the other attendance legal interventions. Failure to pay the penalty fixed notice can result in a custodial sentence.

The payment must be paid directly to the local authority regardless of who issued the penalty notice. Each parent/carer will receive a separate Penalty Notice for each child

Please see links below for specific local authority guidance:

**Birmingham:**

[https://www.birmingham.gov.uk/download/downloads/id/29350/draft\\_education\\_penalty\\_notice\\_code\\_of\\_conduct\\_-\\_september\\_2024.pdf](https://www.birmingham.gov.uk/download/downloads/id/29350/draft_education_penalty_notice_code_of_conduct_-_september_2024.pdf)

[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/1502/school\\_attendance\\_advice\\_for\\_parents](https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents)

**Solihull:**

[https://www.solihull.gov.uk/sites/default/files/migrated/StrategiesPlansPolicies\\_Education-Enforcement-Code-of-Conduct.pdf](https://www.solihull.gov.uk/sites/default/files/migrated/StrategiesPlansPolicies_Education-Enforcement-Code-of-Conduct.pdf)

[https://www.solihull.gov.uk/sites/default/files/migrated/StrategiesPlansPolicies\\_Leave-of-absence-policy.pdf](https://www.solihull.gov.uk/sites/default/files/migrated/StrategiesPlansPolicies_Leave-of-absence-policy.pdf)

<https://www.solihull.gov.uk/Schools-and-learning/School-attendance>

## 6. Strategies for promoting attendance

*“One of the most effective ways that schools can improve achievement is by improving attendance. Even the very best teachers struggle to raise the standards of children who are not in school regularly. Schools that relentlessly pursue good attendance get better overall attainment”*

**Charlie Taylor. Government Advisor.**

Excellent attendance is rewarded regularly through various rewards including 100% attendance badges and the attendance shield.

## 7. Attendance monitoring

The attendance officer/team monitors learner absence on a daily basis.

Parent/carers are expected to call the academy in the morning if their child is going to be absent due to ill health. Should communication not be made by parents/carers by 9am, we will make a ‘day 1 phone call’ to discuss the reasons for this absence.

If after contacting parent/carers a learner’s absence continues to rise, we will consider involving our wider attendance and pastoral team and escalating to the education welfare service.

The academy has a responsibility to reduce the number of learners whose attendance is below 90% over the school year. **Learners with attendance below 90% fall into the 'Persistent Absentee' category.** This is particularly relevant if any of the child's absences are unauthorised.

Where absence escalates and learners miss 10% or more of education (equivalent to 1 day or more a fortnight across a full school year), the academy, independent Educational Welfare Officer and local authority are expected to work together to put additional targeted support in place to remove any barriers to attendance and reengage these learners.

A particular focus will be given by all partners to learners who are absent from school/college more than they are present (those missing 50% or more from school). These severely persistent absent learners may find it more difficult to be in school/college or face bigger barriers to their regular attendance and as such are likely to need more intensive support from a range of **services from Solihull EPAS Team.**

The academy may also consider implementing an **attendance plan/contract** if a learner continues to be absent from school without authorisation. An **attendance plan/contract** is an agreement between the school and parent/carer (as noted above) and will contain improvement targets with set timescales and an overview of the support provided by the school to support the child and their family. Parental failure to comply with the plan may be used as evidence if the Local Authority decides to prosecute parents/carers.

Both academy based and local authority Early Help will also be offered to all families in support of wider circumstances that they may be experiencing which is impacting on their child/ren's attendance and/or punctuality.

At Summit Learning Trust we have our Base Camp offer that can support learners and their families to access a range of services and provisions including beds, warm hubs before and after school, revision materials, health and hygiene products, food parcels and Wi-Fi support.

Early Help means taking action to support a child, young person or their family early in the life of a problem, as soon as it emerges. It can be required at any stage in a child's life from pre-birth to adulthood and applies to any problem or need that the family cannot deal with or meet on their own. It also applies to all children and young people, with any form of need. Early help may be available via the academy's own systems of support and provision, our Summit Learning Trust Base Camp offer or via a referral to the local authority.

<https://www.lscpbirmingham.org.uk/early-help>

<https://www.safeguardingsolihull.org.uk/lscp/multi-agency-procedures-and-practice-guidance/early-help/>

Learner-level absence data is collected daily and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with the Trust Board and the Local Governing Body.

The academy will collect and store attendance data via the Management Information System (MIS) Arbor. Data will be analysed, monitored and evaluated to track the attendance patterns of:

- Individual learners
- Groups of learners (including boys, girls, SEND, looked after children, ethnic minority background, age group, those in receipt of additional funding)

These analyses will inform the academy's interventions with learners and groups of learners, and parent/carers, to support improved attendance.

## 8. Roles and responsibilities

### **8.1 The Local Governing Body (LGB)**

The governing board is responsible for monitoring attendance figures for the whole Academy Trust on at least a termly basis. It scrutinises how effectively this policy is put in place and reports the impact of the policy to the Board of Trustees.

### **8.2 The Principal**

The Principal is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring academy-level absence data and reporting it to the LGB.

The Principal also supports other staff members in monitoring the attendance of individual learners and requesting fixed penalty notices, where necessary.

### **8.3 The Attendance Champion / Officer**

- Carries out daily absence protocols as outlined in appendix 3
- Monitors attendance data at the academy and at individual learner, and group level
- Arranges calls and meetings with parent/carers and learners to discuss attendance barriers and concerns
- Co-ordinates a range of in school 'support first strategies' to help individual learners attend school, with the support of key staff members including class teachers, DSL, SENDCo, mentors, pastoral leads
- Challenges unauthorised absences
- Co-ordinates wellbeing support, strategies, assessments and referrals to external agencies including; Early Help and social, emotional and mental health services
- Reports concerns about attendance to the Principal / Senior Leadership Team
- Works with education welfare officers to address and support persistent absence
- Carries out safe and well home visits
- Advises the Principal when to request fixed-penalty notices and explore possible solutions
- Provides regular updates to all staff about the attendance figures for learners and groups
- Provides evaluation of the impact of actions taken to improve attendance and punctuality
- Creates and maintains individual intervention and support logs for learners with persistent and severe absenteeism, including attendance contracts where appropriate
- Provides half termly up-to-date analysis of attendance trends and patterns for academy and Trust leaders, the LGB, Trustees and external scrutiny groups
- Works in close partnership with other Summit Learning Trust Attendance Champions

### **8.4 Education Welfare Service (EWS)**

The academy may consider requesting a home visit and/or involvement from our external education welfare service if attendance continues to be of concern, or where the academy staff are unable to make timely contact with parents/cares in case of learner absence.

The EWS is also used in assisting the academy in fulfilling its safeguarding responsibilities. The EWS can mediate between home and academy where issues may be impacting on a learner's attendance.

### **8.5 Class teachers /Form Tutors**

Class teachers and Form Tutors are responsible for recording attendance on a daily basis, using the correct codes. All staff are responsible for promoting and encouraging excellent and improved attendance through their daily interactions with learners and through the provision of high-quality teaching. Class teachers / Form Tutors have a pivotal role in monitoring and improving attendance through their relationships with learners and their families, tutoring work, and the robust implementation of rewards systems for excellent and improved attendance.

### **8.6 Academy administration, attendance and pastoral team**

Our main office, attendance and pastoral teams are often the first port of call when taking calls from parent/carers about; reasons for learner absence, forwarding messages on and recording details on to the academy system. A support first approach is adopted by our various teams to ensure any issues can be resolved, along with appropriate levels of challenge when unauthorised reasons for absence are given. Parents and carers are advised to follow the appropriate options when dialling into school. (0121 706 3873 Option 1 ). School email office@kinetongreen.org.uk

## **9. Monitoring arrangements**

This policy will be reviewed every two years by the Inclusion Director (overall policy), Principals, Attendance Champions and the Educational Welfare Service (with local adjustments made for context). At every review, the policy will be shared with the LGB.

## **10. Links with other policies**

This policy is linked to our Safeguarding and Child Protection Policy, Birmingham City Council Education Enforcement Code of Conduct and Solihull's MBC Education Enforcement Code of Conduct

## Appendix i: Attendance codes

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

<b>Code</b>		<b>Code for statistical purposes</b>	
/	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attending	
\	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attending	
B	The pupil is attending a place for any other approved educational activity within <a href="#">paragraph (11)</a> .	Attending approved educational activity	
C	The pupil is absent with leave for any other purpose.	Authorised absence	
C1	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence	NEW
C2	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	Authorised absence	NEW
D	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.	Not a possible attendance (to avoid double counting)	
E	The pupil is excluded from the school for any other reason.	Authorised absence	
G	The pupil is absent without leave for the purpose of a holiday.	Unauthorised absence	
I	The pupil is unable to attend because of sickness.	Authorised absence	
J1	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence	RECENT
K	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(1) or section 42(2) or 61(1) of the 2014 Act.	Attending approved educational activity	NEW
L	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attending	
M	The pupil is absent with leave for the purpose of attending a medical or dental appointment.	Authorised absence	
N	The circumstances of the pupil's absence have not yet been established.	Unauthorised absence	
O	None of the other rows of this table applies, or this code is required to be used by paragraphs (7) and (9)(b).	Unauthorised absence	

P	The pupil is attending a place for an approved educational activity within <a href="#">paragraph (11)</a> that is a sporting activity.	Attending approved educational activity	
Q	The pupil is unable to attend because of a lack of access arrangements for them within <a href="#">paragraph (12)</a> or <a href="#">(13)</a> .	Not a possible attendance	NEW
R	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	Authorised absence	

<b>Code</b>		<b>Code for statistical purposes</b>	
S	The pupil is absent with leave for the purpose of studying for a public examination.	Authorised absence	
T	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	Authorised absence	
U	Arrived in school after registration closed	Unauthorised absence	
V	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	Attending approved educational activity	
W	The pupil is attending a place for an approved educational activity within <a href="#">paragraph (11)</a> that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	Attending approved educational activity	
X	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.	Not a possible attendance	
Y1	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Not a possible attendance	NEW
Y2	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Not a possible attendance	NEW
Y3	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Not a possible attendance	NEW
Y4	Unable to attend due to the whole school site being unexpectedly closed.	Not a possible attendance (not on leg)	NEW
Y5	The pupil is unable to attend because they are in criminal justice detention within <a href="#">paragraph (14)</a> .	Not a possible attendance	NEW
Y6	The pupil's travel to or attendance at the school would be— (a)contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b)prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.	Not a possible attendance	NEW
Y7	The pupil is unable to attend because of any other unavoidable cause	Not a possible attendance	NEW

Z	Prospective pupil not on admissions register	Not collected for statistical purposes
#	Planned whole school closure	Not collected for statistical purposes

**Appendix 2: Summary table of responsibilities for school attendance – Guidance for maintained schools, academies, independent schools, and local authorities (published 29<sup>th</sup> February 2024 applies from 19<sup>th</sup> August 2024)**

[https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

### Appendix 3

In support of section 3.5 of our Attendance Policy the academy will follow up on any absences to ascertain the reason, ensuring safeguarding procedures are upheld where necessary.

Parents and carers are required to notify the academy on the first day of an unplanned absence, for example if their child is unable to attend due to ill health. We ask that this contact is made by **..... am** or as soon as practically possible (section 3.2).

The process below will be used by staff members at our academy as a guide to respond to learner absences in the event of no parent or carer notification of their child's absence. The action noted is not exhaustive of other measures which may need to be taken. In some instances, a first or second day home visit will be carried out.

