



# Attendance and Punctuality Policy 2020-21

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**EBN Trust**

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## 1. Aims

The EBN Academies aim to meet its obligations with regards to school attendance by:

- Promoting good attendance, punctuality and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Strive to provide a welcoming, caring environment, whereby each member of the academy feels safe and secure
- Ensure a rewards system acknowledges the efforts of pupils to improve their attendance and timekeeping.

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

## 2. Legislation and guidance

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

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

## 3. Academy procedures

### 3.1 Attendance register

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

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not;

- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

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

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 08.30am on each school day **(During the COVID-19 Pandemic, students will not be classed as late if they arrive before 9.00am)**

#### Monday to Wednesday – whole school

The register for the first session will be taken at 08.30am and will be kept open until 10.00am. The register for the second session will be taken at 12.00pm and will be kept open until 13.30pm.

#### Thursday – Year 9 only

The register for the first session will be taken at 08.30am and will be kept open until 10.30am. The register for the second session will be taken at 12.00pm and will be kept open until 12.30pm.

#### Friday – whole school

The register for the first session will be taken at 08.30am and will be kept open until 10.00am. The register for the second session will be taken at 12.00pm and will be kept open until 12.30pm.

### **3.2 Unplanned absence**

Parents and 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 08.30am or as soon as practically possible (see also section 6).

Parents and carers can notify the school in the following ways:

By telephone or text: **EBN1** 0121 605 9370 or 07702 897 624: **EBN 2** 0121 272 7020

By email:enquiries@ebnfs.org

Absence due to illness will be authorised unless the academy has a genuine concern about its authenticity.

If the authenticity of the illness is in doubt, the academy may ask parents/carers to provide 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 about the authenticity of the illness, the absence will be recorded as unauthorised.

### **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.

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

Parents and carers can notify the academy in the ways outlined in section 3.2 above.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4 and appendix 1

### **3.4 Lateness and punctuality**

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

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

If a pupil arrives late the school will give an appropriate sanction depending on time the student arrives unless there is a genuine reason for lateness. Sanctions will include a warning/strike or an after-school detention reflecting the severity of the lateness. On-going lateness to school will be referred to our Attendance Manager and could lead to a fixed penalty notice that could result in a fine.

### **3.5 Following up absence**

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

See the flow chart at appendix 5 that explains this process.

### **3.6 Reporting to parents**

We will report a pupil's attendance to their parents/carers once every term along with their school report.

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

### **4.1 Granting approval for term-time absence**

The Academy may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. Where a parent wishes to take their child out of school during term time they must complete an absence request form. The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. The Academy will agree to authorise absence only in exceptional circumstances, for example serious illness (medical evidence may be requested) or compassionate grounds (a close family member bereavement). A leave of absence is granted entirely at the Academy's discretion. Illness and medical/dental appointments – are explained in sections 3.2 and 3.3. Further information relating to term time absence can be found in Appendix 2.

### **4.2 Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

## **5. Strategies for promoting good attendance and punctuality**

The importance of good attendance and punctuality is reinforced to pupils and parents at every opportunity. Daily rewards points, regular assemblies, sharing of attendance information and certificates, rewards trips, meetings with families and tutorials all reinforce the Academy's expectations and the links between good attendance and pupil achievement. Where monitoring suggests that a pupil's attendance and/or punctuality is below the standard expected the Academy employs a staged intervention to address this (see appendix 5). Interventions include:

- Meetings with the pupil and/or family.
- Daily attendance and punctuality reports.
- Attendance Focus Weeks
- Support to remove potential barriers (e.g. providing bus passes).
- Mentoring and support for the pupil.

- Use of Behaviour for Learning sanctions.
- Home visits by the Attendance Manager, form tutors and senior staff.
- Fasttrack process including letters, SARM meetings, outside agency involvement.

However where poor attendance patterns persist, legal sanctions are applied – see 4.2 above.

## 6. Attendance monitoring

The attendance officer monitors pupil absence on daily basis.

Parents are expected to call the academy in the morning if their child is going to be absent due to ill health (see section 3.2). Then every morning thereafter for the duration of the illness.

If a pupil's absence falls we will contact the parents to discuss the reasons for this.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with the Academy governors.

## 7. Specific Attendance Issues

### 7.1 Children Missing Education

The Academy will inform the local authority of any student who is at risk of missing education within 5 Academy days where they:

- Have been taken out of Academy by their parents and are being educated outside the academy system e.g. home education (see below on home educated children);
- Have ceased to attend the Academy and no longer live within reasonable distance of the Academy; or if we are unable to trace a child at their home address.
- Have a medical condition certified by their doctor that the student is unlikely to be in a fit state of health to attend the Academy;
- Are in custody for a period of more than four months due to a final court order and the Academy does not reasonably believe they will be returning at the end of that period;

(Additional information can be found in the Safeguarding & Child Protection Policy for Schools, Educational Settings & Providers of Educational Services for Children)

### 7.2 Home Educated Students

On receipt of written notification to home educate, the Academy will inform the student's local authority that the student is to be deleted from the admission register. The Academy or Commissioning School will complete the appropriate form and forward to the Elective Home Education team at the Local Authority for screening.

### 7.3 Holidays in Term Time

The Academy is committed to maximising the potential of every student and good attendance and punctuality is essential to this aim. The Governing Body feel this will be achieved, with the support of parents/carers by ensuring that holidays are **not** taken in term time. Absence during term time for any reasons interrupts the continuity of teaching and learning and disrupts the educational progress of students'. (See 4.1 and Appendix 1 for special circumstances).

## **8. Roles and responsibilities**

### **8.1 Legal Responsibilities Relating to Academy Attendance**

Under Section 7 of the 1996 Education Act, parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at the Academy.

### **8.2 Parental Responsibilities Relating to Academy Attendance**

Parents whose children are registered at the Academy are responsible for ensuring that their children attend and stay at the Academy. Parents must:

- Ensure the Academy has up to date contact details.
- Contact the Academy on first day of absence to provide a reason for non-attendance prior to 8.30am.
- Update the Academy daily of non-attendance if the absence is expected to continue.
- Ensure that their children arrive at Academy on time, appropriately dressed and ready to learn, (failure to do may result in an unauthorised absence mark).
- Instil in their children an appreciation of the importance of attending the Academy regularly.
- Ensure that they are aware of the attendance policy of their children's Academy.
- Impress upon their children the need to observe the Academy's code of conduct.
- Take an active interest in their children's Academy career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings.

### **8.3 Pupils' Responsibility**

EBN Academy expects all students to be punctual and obtain good levels of attendance. They are expected to adopt a mature and responsible approach to their own attendance and punctuality and understand the consequences to their achievement if they do not attend regularly and punctuality. Students are expected to arrive at the Academy ready to learn. (See Behaviour Policy).

### **8.4 The Local Governing Body**

The local governing body is responsible for monitoring and evaluating attendance and punctuality for the whole academy on at least a termly basis. It also ensures the impact and the implementation of this policy.

### **8.5 The Head teacher**

The Headteacher is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring school-level absence data and reporting it to governors. The Head teacher also supports other staff in monitoring the attendance of individual pupils.

### **8.6 The Senior Leader Responsible for Behaviour, Attendance and Safety**

The Senior Leader responsible for attendance for the Academy will ensure that:

- Registers are accurately marked and maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.
- There is a whole Academy approach to reinforce good attendance, to encourage all pupils' to attend and achieve.
- They work with the Personal Coach with responsibility for Attendance, Form Tutors and the Personal Coach with responsibility of Alternative Provision to ensure the effective monitoring of the attendance of individuals and sub-groups and that: effective strategies are implemented to address poor attendance and punctuality; these strategies are shared and understood by staff, parents and pupils'.

- An EHC Plan is implemented to support pupils' with medical or additional needs that may affect attendance and/or punctuality.
- All information relating to attendance and punctuality is accurate.
- On the first day of absence of a pupil who is on Child protection Register, or Looked After respective agencies are notified and the student is visited at home.
- Attendance targets of each year group are reviewed/monitored and actions are implemented as required to secure attendance and punctuality.

### **8.7 The Personal Coach Responsible for Attendance**

The Personal Coach responsible for Attendance will:

- Monitor attendance data at Academy and individual pupil level
- Reports concerns about attendance to the Senior Leader responsible for attendance
- Arrange/call and meetings with parents to discuss attendance issues
- Ensure accurate recording of information on Bromcom and CLM accurately
- Liaise with Form Tutors and the Personal Coach with responsibility for Alternative Provision to ensure they work together to tackle poor attendance and punctuality
- Advise the headteacher when to issue fixed-penalty notices. (see Appendix 3)

### **8.8 Class teachers/form tutors**

Class teachers/form tutors are responsible for recording am/pm attendance and lesson attendance on a daily basis, using the correct codes, and submitting this information onto Bromcom in a timely manner. Form tutors are also responsible for following up absences for their form group and recording the information onto Bromcom. They must also liaise with the Attendance Manager to promote the good attendance of their form.

### **8.9 Reception staff**

Reception staff are expected to take calls from parents about absence and record it on the school system. Reception staff are responsible for collating attendance marks for students who are on the academy roll but attend Alternative provision. Their role in this process is to ensure the accurate transfer of attendance marks from CLM (the Alternative Provision communication system) to BROMCOM to ensure whole school Academy attendance figures are accurate on the school MIS system. They are also responsible for the accurate inputting of Academy am/pm attendance marks onto CLM in order to communicate attendance back to the commissioning mainstream school. They work closely with the Personal Coaches with responsibility for Attendance and Alternative Provision and are also responsible for the accurate marking of whole school attendance.

### **8.10 Personal Coaches/All other staff**

The Academy views all staff as responsible for ensuring good attendance of all students. All staff have a responsibility to encourage good attendance and report any concerns around individual student attendance to the Personal Coach with responsibility for Attendance. Where a member of staff has a safeguarding concern around attendance of an individual student they MUST follow the Academy procedures in line with the Safeguarding Policy.

## **9. Monitoring arrangements**

This policy will be reviewed Annually by the Executive Headteacher and Academy Principal's. At every review, the policy will be shared with the governing board.

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

This policy is linked to our;

- Safeguarding & Child Protection Policy for Schools, Educational Settings & Providers of Educational Services for Children
- Anti-bullying policy
- Behavior policy
- Staff Safeguarding Children policy
- Keeping Children safe in Education: Statutory Guidance for Schools and Colleges 2018 – Part 1



## Appendix 1: 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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious

		observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend Not attending in circumstances relating to COVID
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2

### The Law relating to holidays during term time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 clarifies that the granting of a term time holiday is subject to the “special circumstances” of the request. Requests for holidays in term time are only to be granted in “exceptional circumstances”. Applications for holidays in term time must be made in writing and addressed to the Principal. Each application will be considered on an individual basis based on the exceptional circumstances.

#### Child Performers

The amendments made to regulation 7 of the Education (Pupil registration) (England) Regulations on leave of absence do not affect the section that allows the parent of a child performer to seek leave of absence from the Academy for their child to take part in a performance. The amendments affect section 3 and 4 of Regulation 7, which relate to the leave of absence for the purpose of a family holiday.

Section 2 of Regulation 7 (which has not been amended) still enables a head teacher to grant leave of absence for a pupil to undertake employment during Academy hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. Where the license specifies the dates that a child is to be away from the Academy to perform, then the head teacher should authorise those days. However, where the terms of the licence do not specify dates it is at the discretion of the head teacher to authorise leave of absence. Head teachers should be sympathetic to request that are supported by a licence, as long as the Academy remains satisfied that this will not have a negative effect on a child’s education.

## Appendix 3

### Education Penalty Notices

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA officers, Head Teachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004 and have recently been amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

#### a) When will Education Penalty Notices be issued?

Examples of when an Education Penalty Notice may be issued include:

- unauthorised leave of absence including holidays in term time
- parentally condoned absence where the parent is deemed capable but unwilling to address attendance problems (e.g. a failure to engage with support measures)
- a parent continually fails to provide an explanation for a pupil’s absence in accordance with the school’s procedures
- the pupil has a record of unauthorised absences which appear to have been avoidable
- a pattern of poor attendance develops during a pupil’s final year of compulsory education
- on completion of a satisfactory investigation following a truancy sweep
- there is persistent late arrival after the school register has closed

This is not an exhaustive list and each case will be considered individually.

## Appendix 4

### Contents of Admission Register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

#### a) Expected First Day of Attendance

Schools must enter pupils 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 pupil will attend the school. At the Academy this is the first day after the end of their induction period. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year – for example pupils who are registered at a secondary school at the start of Year 7 - unless the local authority also requests for such information to be provided.

#### b) Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register:

- (a) the full name of the parent with whom the pupil will live,
- (b) the new address, and
- (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register:

- (a) the name of the other school, and
- (b) the date of when the pupil first attended, or is due to start attending, that school.

#### c) Deletions from the Admission Register

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. Where a student is on roll at the Academy as single registration and is removed from the roll the Academy will notify the local authority in line with their policy.

#### d) Amendments to the Admission Register and Attendance Register

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.

#### e) Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

#### f) Children at Risk of Missing Education

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) 12 (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

### **g) Home Educated Children**

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. 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.

**Signed Chair of the Governing Body:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix 5**

**EBN ACADEMY**  
**ABSENCE REQUEST FORM**

Form to be returned to the academy office with a minimum of two weeks notice

**Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances**

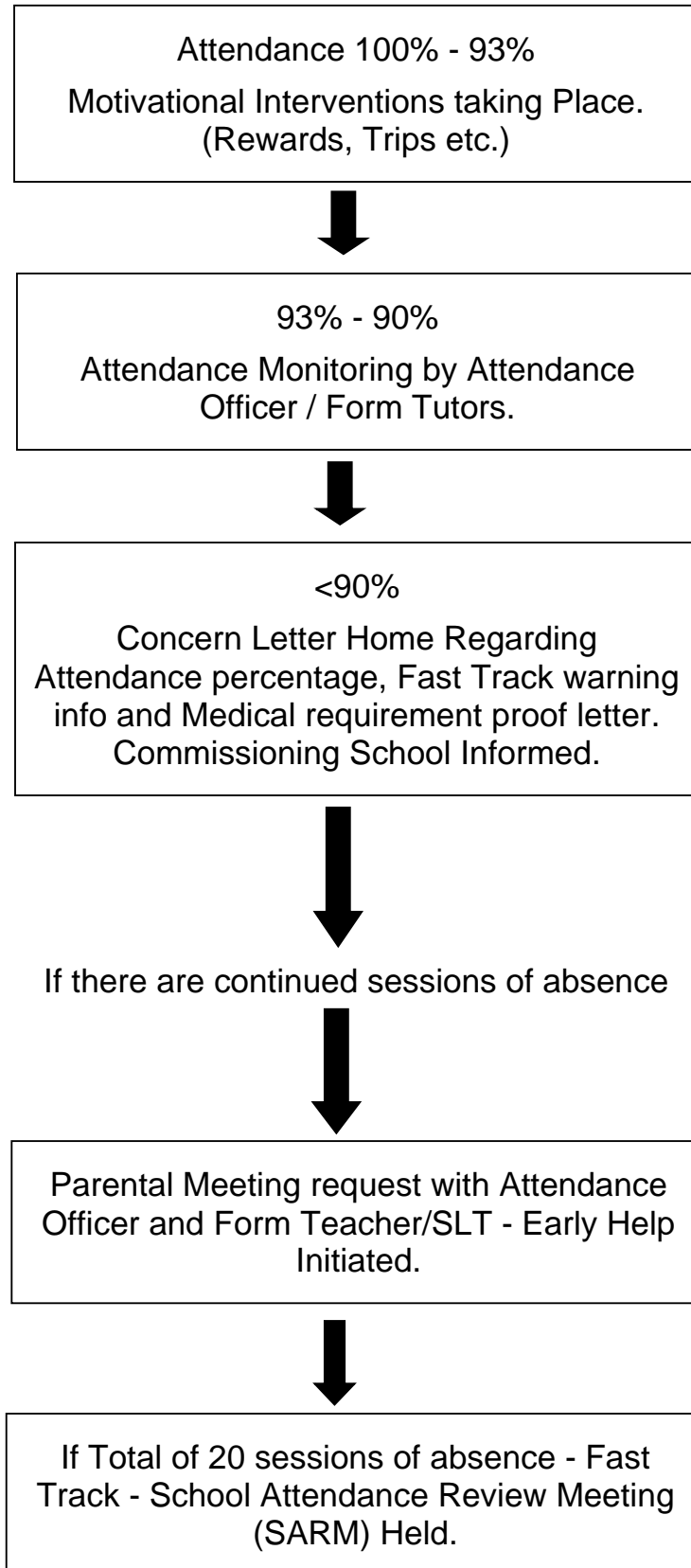
<p><b>Name of child</b> _____</p> <p><b>Date of birth</b> _____</p>	<p><b>Form</b> _____</p>
<p>Please detail below the exceptional circumstance why you are requesting to take your child out of the academy. You may be invited into the academy to discuss your request. (please attach your supporting evidence)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>Address _____</p>	
<p>Leave of absence from date _____ to date _____</p> <p>Number of school days your child will be absent from the academy _____</p>	
<p>Signature</p> <p>_____</p> <p>Name of parent/carer</p> <p>_____</p>	<p>Date</p> <p>_____</p>

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Birmingham council for issuing a Penalty Notice

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## Appendix 6

### Over view of responses to Absenteeism



# Appendix 7

## Detailed response to Absenteeism

Communication to the commissioning school relating to a child's attendance happens daily via CLM.

