



**ALL SAINTS**  
Multi Academy Trust

# Trust Attendance Policy

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**ALL SAINTS**  
Multi Academy Trust



**ALL SAINTS**  
Sixth Form College



THE ACADEMY OF  
**ST FRANCIS**  
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THE ACADEMY OF  
**ST NICHOLAS**

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## Introduction

The All Saints Multi Academy Trust recognises the clear link between the attendance and attainment of students. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for students across the Trust to support learning and achievement. The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our young people every day and provide an educationally safe and secure environment. To gain the greatest benefit from their education it is vital that all students attend regularly and on time. Students should aim to attend every day that their Academy is open. We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%. As a Trust we define regular attendance as 97% or above. The Trust believes teachers, parents, carers, students and all members of The Academy community have an important contribution in improving attendance and punctuality ensuring students attend to achieve. This Policy sets out how we will achieve this together.

## I Aims and Objectives of the Trust Attendance Policy

The aim of this policy is to:

- Promote a culture across the Trust which identifies the importance of regular and punctual attendance.
- Maximise the overall percentage of student attendance and punctuality at The Academy.
- Reduce the number of students who are persistently absent and raise the profile of attendance and punctuality amongst the Academy community.
- Provide support advice and guidance for parents, students and staff.
- Develop clear procedures for the maintenance of accurate registration for students.

### 1.2 Promoting Regular Attendance

This is everyone's responsibility, all members of staff, parent/carers and students. To help us all focus on this, The Trust will ensure:

- Appropriate interventions are in place to deter poor punctuality.
- An appropriate curriculum is provided and will be reviewed regularly.
- The need for high quality teaching and learning throughout the Trust is recognised as being essential to the promotion of attendance.
- Special Educational Needs, disadvantaged and Looked After students and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of students' attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.
- Good attendance and punctuality is rewarded through regular individual student incentives.
- Attendance and punctuality is regularly discussed with students in form time and at assemblies.
- Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

## 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:

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, 2016 amendments)

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.

### 3 Roles and Responsibilities

The Trust believes that all members of our community have a role to play in promoting student attendance and punctuality. By working together we will unite and achieve success

#### 3.1 The Local Governing Body will:

- establish, in consultation with the Headteacher, staff and parents, a policy for the promotion of outstanding attendance and punctuality and keep it under review;
- ensure that the policy is communicated to pupils and parents, is non-discriminatory and the expectations are clear;

#### 3.2 The CEO, The Headteachers and Senior Staff will:

- ensure the whole school community is consulted about the principles of the academy's Attendance and Punctuality policy;
- work with all members of the school community to enforce and ensure high expectations of attendance and punctuality at all times;
- be responsible for the communication and implementation and day-to-day management of the policy, guidelines and procedures;
- make clear the local authority's and the academy's statutory power regarding the attendance and punctuality of students;
- expect pupils' and parents' cooperation in maintaining excellent attendance and punctuality;
- contact families where concerns are raised about absence and punctuality including arranging meetings to discuss attendance issues;
- monitor individual attendance and punctuality where concerns have been raised via an agreed appropriate Pastoral Support Plan (PSP);
- ensure the academy's Attendance and Punctuality policy does not discriminate against any pupil on grounds of race, disability, sexual orientation or gender assignment;
- ensure staff are clear about the strategies of promoting excellent attendance and punctuality;
- include attendance and punctuality into assemblies;
- support, praise and, as appropriate, reward students for their attendance and punctuality;
- apply sanctions fairly, consistently, proportionately and reasonably – taking account of exceptional circumstances, and offering support where appropriate;
- make alternative provision for students who are unable to regularly attend the academy in order to minimise the disruption to their education;
- take all reasonable measures to protect the safety and well-being of staff and pupils;
- ensure staff model good attendance and punctuality to lessons;
- keep parents informed of their child's attendance and punctuality, good as well as below the expected level, using appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities;
- work with external agencies to promote attendance and punctuality;
- monitor the academy's attendance and punctuality data, respond to trends in authorised and unauthorised absence;
- work alongside and in conjunction with the Trust Attendance Manager.

### 3.3 Staff, including Form Tutor and teaching staff will:

- take morning and afternoon registers promptly;
- record all absences with the correct code;
- promote positive attendance culture and punctuality at every opportunity and make students aware of their current attendance and punctuality figures;
- ensure students are aware of their attendance and this is written in the Personal Attendance Record each week;
- challenge students whose attendance and punctuality is a concern;
- interview students when they return to school after an absence;
- contribute to a Pastoral Support Plan for individual students;
- raise any serious attendance and punctuality concerns to the appropriate member of staff - Head of Year, Attendance Officer, Trust Attendance Manager, Deputy Head of School;
- congratulate good attendance and punctuality as well as setting appropriate targets for students;
- discuss attendance and punctuality with parents on Reporting Day.

### 3.4 Head's of Year and the Attendance Officer will:

- challenge punctuality each morning at student reception, during assemblies and in form periods;
- conduct first day response telephone calls to parents;
- carry out home visits and liaise with parents when attendance and punctuality concerns arise;
- interview students when attendance and punctuality patterns suggest an issue is likely to arise;
- work closely with the students and families whose attendance is considered PA (90%) and at risk of becoming PA (95%);
- contribute to the Pastoral Support Plan of individual students;
- ensure accuracy of attendance data/coding;
- provide data for form teachers, SLT and Governors;
- provide data for and attend weekly attendance/welfare team meetings;
- ensure that the Alternative Provision register is up to date;
- promote good student attendance and punctuality via forms and assemblies;
- complete paperwork for referrals/penalty notices.

### 3.5 The Trust Attendance Manager will:

- The Trust Attendance Manager provides support for parents/carer and advice on problems relating to attendance and encourages good communications between home and the Academy.
- The Trust Attendance Manager will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the student's attendance and where unauthorised absence persists, the Trust Attendance Manager will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

### 3.6 The Schools Safer Police Officer will:

- Liaise with the Trust Attendance Manager, Attendance Officer, Heads of Year, Safeguarding, Deputy Head of School in any matters that will support improvements in attendance.

### 3.7 Parents will:

- Ensuring your child's regular attendance at the Academy is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from the Academy that is not authorised by the Academy creates an offence in law.
- Ensure your child leaves for the Academy on time.
- Telephone the Academy if your child is to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of the Academy's hours.
- Contact the Academy by 9.00 am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to the Academy.
- If a text message is received as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.
- Contact the Head of Year if the reason for absence requires a more personal contact.
- In case of emergency we need up to date contact numbers at all times. Please ensure you inform us of any changes especially to mobile telephone numbers. (As an Academy we request a minimum of two emergency contact details be provided)
- Requests for exceptional circumstances leave of absence must be in writing to the Headteacher and can only be authorised by the Headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for a one off absence. Unacceptable reasons include general holidays, weddings, shopping, concerts and birthdays. Absence Forms can be requested from the Academy's reception.

### 3.8 Students will:

- Ensure you arrive at The Academy by 8.38 am with the correct equipment.
- Arrive to lessons on time.
- Always attend every lesson.
- Never leave the Academy site without permission.
- Always use the signing in/out system when late or leaving the Academy for appointments.
- Following any absence complete any missed work that may be provided by the Academy.

### 3.9 If a student is absent we will:

- Telephone and text parent/carer on the first day of absence if we have not heard from them by 9.00am.
- If no response is received after three days unauthorised absence, a member of the Academy staff will conduct a home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.

## 4 Recording attendance

- The Trust has to record every absence that a student takes and this is why it is important that parents/carers advise their Academy about the cause of any absence, by text or phone on the first day of absence and in writing on the student's return.

### 4.1 Attendance register

Under the 2006 Education Regulations the school is legally required to register students twice daily.

## 5 Authorised and unauthorised absence

### 5.1 Authorised Absences

- Authorised absence is when the Academy has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. It is the Headteacher, not parent/carers who make the decision to authorise absence from the Academy. An authorised absence still classes as an absence and therefore will affect a student's attendance.

### 5.2 Unauthorised Absence

Unauthorised absence is when the Academy has not received a reason for absence or has not approved a child's leave of absence from the Academy after a parents/carers request. This includes but is not exclusive to:

- Parents/carers giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
- Truancy before or during the school day
- Absences which have not been explained
- Students who arrive at school too late to get their mark.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018 The Academy will issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the Academy will refer the case to the local authority requesting a Penalty Notice be issued.

### 5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

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.

### 5.4 Leave of absence in Term Time

The Law does not give any entitlement to parents/carers to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents/carers can receive a Penalty Notice fine for taking their child on holiday during term time without prior consent from the Academy. Consent cannot be given retrospectively. The Headteacher cannot grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from the Academy if the leave is granted.

### 5.5 Persistent Absence

- Students are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DFE expects the Academy to intervene well before students reach a level of persistent absence.
- Whilst we understand that students can be absent from the Academy because they are ill, sometimes they can be reluctant to attend. If a student is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the Academy as soon as possible to gain support and to work together to gain a resolution.
- Parent/Carers are asked to contact the Attendance Officer/Head of year in the first instance.

## 5.6 Lateness and punctuality

The Academy day starts and registers are taken at 8.38 am by the Form Tutor / class teacher and students receive a late mark if they are not in the building by 8.41am. The Academy recommends that students arrive at by 8.30 am and free breakfast is available from 8am.

The registers will close at 09:15am.

It is important to note that any student who arrives to school after 09:15am will be marked with a letter 'U' in the register. This means that, despite being in school, they will technically be marked absent from school for the morning sessions. It will be recorded on the register as an unauthorised absence and may be used as 1 of the 20 unauthorised sessions that could result in a £60-120 Fixed Penalty Notice issued to both parents.

If Parents/Carers are aware their child will be arriving late, they must send them with a note explaining the circumstances or contact the school by telephone with a justifiable reason.

We do appreciate that many of our students rely on public transport which may make them late for school. However, it is the parents/carers responsibility to make alternative arrangements to get their child to school if they are aware of on-going issues with public transport and road networks that may result in their child being repeatedly late for school. The Academy site is open from 08:00am each day for students so, if alternative arrangements result in the student being particularly early for school, they can safely use the facilities in school from this point onwards. We provide a free breakfast for all students who attend our Breakfast Club and this can be accessed from 08:00am.

With exception to Year 11 students in The Academy of St Francis of Assisi the timing will be as follows:

- The register for the first session will be taken at 09:45 am and will be kept open until 10.15 am.
- 5.7 How we manage lateness
- Students who arrive late to the Academy will be met by the Attendance Officer and will be instructed further on actions that will be taken.
- Students who are late for 09:00am will be required to complete a 10 minute consequence, either at lunchtime or at the end of the school day.
- Students who arrive after 09:00am will be required to complete a 20 minute consequence, either at lunchtime or at the end of the school day.
- If a student does not attend the consequence, then this will be upscaled to a HOY consequence the following day.
- If the student then fails to attend the HOY consequence, then this will be upscaled to the Friday SLT one hour consequence.

## 5.8 Internal Truancy

Students who fail to arrive at lessons punctually or who are present in school but who do not attend a lesson are engaging in 'Internal Truancy'. The Academy Behaviour policy is followed; persistent internal truancy is regarded as an inappropriate conduct issue and will fall under the necessary procedures.

## 5.9 Communication with parents

The academy will send letters to parents where appropriate with attendance information. This allows parents to be informed of both their child's attendance and punctuality. Parents are also informed about their child's attendance in the annual full report, at parent's evenings and during any progress review meetings. Parents are expected to access the Class Charts App from where they can view their child's attendance and punctuality record each day.

## 6 Legal sanctions

### 6.1 Penalty Notices

Penalty Notices will be considered when:

- A student is absent from school and the absence has not been authorised by the school.
- A pupil has accrued unauthorised absence following written warning to improve. A Penalty Notice gives each parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.
- Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.
- Penalty Notices will be used in accordance with Liverpool City Council's Penalty Notice Protocol.

### 6.2 Prosecution

- Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.
- Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.
- A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months. Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

## 7 Why is regular attendance important?

Any absence affects education and regular absence will seriously affect students' learning. Students who have time off often find it difficult to catch up and do well.

- 90% attendance is equivalent to a student missing one half day of lessons per week or approximately 118 lessons per year.

The DFE has published a strong link between poor school attendance and low levels of achievement:

Students attendance	Chance of achieving 5 good pass grades at GCSE
100% - 96%	73% of Students achieve 5 good pass grades.
96% - 94%	64% of Students achieve 5 good pass grades
93% - 90%	55 % of Students achieving 5 good pass grades
80% to 70%	Only 20% chance of achieving 5 good pass grades
50% and below	Only 6% of Students achieve 5 good pass grades

## 8 Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As an Academy we are required to:

- Inform the LA in every circumstance when deleting a student's name from the admission register
- Inform the LA of the pupil's destination school and home address if the student is moving to a new school.
- Provide information to the LA when registering new students, including the student's address and previous school.

If your child is leaving our Academy parents/carers are asked to:

- Give the Attendance Officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to The Academy in writing.
- If pupils leave and we do not have the above information, then your child is considered to be a child missing in education. This requires the Academy and the local authority to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## 9 Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy