



# Attendance Policy

**30<sup>th</sup> January 2023**

The vast majority of students attending Corley Academy have a diagnosis of Autism. This must be taken into account when reviewing and implementing all policy procedures.

Version: **30<sup>th</sup> January 2023**

Ratified by the (Local Governing Body)

Signed by the (LGB):

**Date June 2023**

To be reviewed (Bi annually):

**Date: 23/01/2025**

## Contents

1. Aims .....	3
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. Recording attendance .....	6
5. Authorised and unauthorised absence .....	9
6. Strategies for promoting attendance and to help make "going to school" easier for our students .....	11
7. Attendance monitoring .....	12
8. Monitoring arrangements .....	13
9. Links with other policies .....	13
10. Changes .....	13
11. Appendix 1: attendance codes .....	14

## **1. Aims**

We are committed to meeting our obligation with regards to academy attendance through our whole-academy culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend academy

## **2. Legislation and guidance**

This policy meets the requirements of the working together to improve academy attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on academy attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern academy 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 \(Student Registration\) \(England\) 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 academy census, which explains the persistent absence threshold.

## **3. Roles and responsibilities**

### **3.1. The Local Governing Body**

The local governing body is responsible for:

- Promoting the importance of academy attendance across the academy's policies and ethos
- Making sure academy leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole academy
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### 3.2. The headteacher

The headteacher is responsible for:

- Implementation of this policy at the academy
- Monitoring academy absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### 3.3. The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the academy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Lesley Barnes and can be contacted via 01676540218 or [lbarnes@corley.thrive.ac](mailto:lbarnes@corley.thrive.ac)

#### 3.4. The attendance officer

The academy attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Assistant Headteacher (authorised by the headteacher) when to issue fixed-penalty notices

Corley Academy Attendance and Inclusion Manager Anj Nagra and can be contacted via 01676540218 or [anagra@corley.thrive.ac](mailto:anagra@corley.thrive.ac)

#### 3.5. Class teachers/Mentors

Class teachers/Mentors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the academy office This is completed by 9.15am each day

#### 3.6. Academy admin staff

Academy admin staff will:

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

#### 3.7. Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day, 8.45am-3.15pm / 3.05pm on a Friday

- Call Corley Academy to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the academy day

### 3.8. Students

Students are expected to:

- Attend our academy every day on time
- Attend every timetabled session on time

## 4. **Recording attendance**

### 4.1. Attendance register

Corley Academy will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each academy day and once during the second session. It will mark whether every student 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
- See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive to our academy from 8.45am on each day.

The register for the first session will be taken at 9am and will be open until 9.15am. The register for the second session will be taken at 1.30pm and will be kept open until 1.45pm.

#### 4.2. Unplanned Absence

The student's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 9.am or as soon as practically possible by calling the academy office staff on 01676540218 (see also section 7).

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the academy may ask the student's parent/carer 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 and parents/carers will be notified of this in advance.

#### 4.3. Planned Absence

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

Parents/carers must inform the academy office either by phone or email.

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

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

#### 4.4. Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as present, if assisted transport is late, this will not result in a late mark.
- After the register has closed will be marked as absent, using the appropriate code. If assisted transport is late, students code will be changed to reflect that they are present.

#### 4.5. Following up unexplained absence

Where any student we expect to attend academy does not attend, or stops attending, without reason, the academy will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the student's emergency contacts, our Attendance and Inclusion Manager will make a home visit before the end of the academy day.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving an education welfare officer



#### 4.6. Reporting to parents/carers

The academy will regularly inform parents about their child's attendance and absence levels. At the end of each half term parents/carers will receive an attendance statement which will show their attendance or absence for each day and the codes used to explain their absence. The following statistics are shared with parents to help them understand the impact of regular non attendance.

- Most children should routinely have attendance rates of **97%** or more. This is the equivalent of 6 days absence a year.
- Many children achieve **100%** attendance.
- The Government regards **95%** as the minimum satisfactory attendance for a secondary school student.
- **90%** attendance is equivalent to having a day off every two weeks.
- **80%** attendance is equivalent to having a day off every week.
- Statistics show that children with poor attendance often become the victims of bullying, particularly online bullying, as they tend to spend longer on social media.

### 5. **Authorised and unauthorised absence**

#### 5.1. Approval for term-time absence

The headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as experiencing a bereavement, being a victim of a crime or the sudden significant illness of a close family member.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least one week before the absence. The request should be made via a letter or email to the headteacher. The

headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the student is attending educational provision.

## 5.2. Legal sanctions

The academy or local authority can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory academy age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The 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 student is found in a public place during academy hours without a justifiable reason

- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## **6. Strategies for promoting attendance and to help make “going to school” easier for our students**

- Encourage them to get their bag ready the night before
- Make sure their uniform is ready, especially after a holiday or weekend
- Get them to bed at a reasonable time so they have a good night's sleep
- Get them up early enough to have time to get ready in the morning
- Make sure they have time for some breakfast, however small
- Make sure they are ready for the time the bus arrives so they are not pressured in front of their peers
- Speak to your child about school and inform their Mentor if you think they seem worried about something
- If you have any concerns about school, including your child's attendance, contact their Mentor or Senior Link
- Ask about school... but not too much!
- Keep an eye out for early signs of your child not wanting to go to school, such as moodiness, increased anxiety, headaches or stomach aches, especially at important times like the transition into Year 7, exam season or following the school holidays. Act upon these signs early and contact your child's Mentor.
- At Corley academy, we have a team of staff to help your child succeed at school, which includes our Attendance and Inclusion Manager. Ms Nagra's role is to focus on attendance and help families overcome some of those barriers that prevent children from being able to come into school.
- If your child's attendance is slipping, Ms Nagra will contact you to talk about the support she can offer. She will visit you at home and if your child's attendance drops to 85% or below, she will discuss your child with our Attendance officer allocated to us by the Local Authority.

## **7. Attendance monitoring**

### **7.1. Monitoring attendance**

The Academy will:

- Monitor attendance and absence data half-termly, termly and yearly across the academy and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average, and share this with the governing board.

### **7.2. Analysing attendance**

The Academy will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3. Using data to improve attendance**

The Academy will:

- Provide regular attendance reports to Mentors, and other academy leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **7.4. Reducing persistent and severe absence**

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of academy.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at academy
- Provide access to wider support services to remove the barriers to attendance

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum bi annually by those staff who work directly with attendance. At every review, the policy will be approved by the local governing board.

## **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Suspension and exclusion Policy

## **10. Changes**

Description	Date	Page	Section

## 11. Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the academy
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Student has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	Academy has been notified that a student will be absent due to illness
<b>M</b>	Medical/dental appointment	Student is at a medical or dental appointment
<b>R</b>	Religious observance	Student is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 student is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the academy
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Student is on a holiday that was not approved by the academy
<b>N</b>	Reason not provided	Student 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	Academy is not satisfied with reason for student's absence
<b>U</b>	Arrival after registration	Student arrived at academy after the register closed
<b>X</b>	Not required to be in academy	Student of non-compulsory academy age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	Academy site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
<b>Z</b>	Student not on admission register	Register set up but student has not yet joined the academy
<b>#</b>	Planned academy closure	Whole or partial academy closure due to half-term/bank holiday/INSET day