VERSION CONTROL TABLE

Policy Name	Attendance and Punctuality Policy	
Policy Owner	AMAT	
Version Reference	**Original Version (V1)**	
Approved by	Board of Directors	
Effective Date	September 2024	
Review Date	August 2025	

KEY PERSONNEL FOR INDIVIDUAL ACADEMY

Name	Role	Contact Details
	Headteacher	
	Senior Attendance Champion	
	Designated Safeguarding Lead	
	Attendance Support Staff	
	SENDCo	

ADDITIONAL INFORMATION

This policy statement applies to anyone working on behalf of Accomplish Multi Academy Trust, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and pupils.

There is a statutory requirement to have this policy in place in multi-academy trusts.
This policy must be published on academy websites.

The use of the term 'parent' for the purposes of this policy refers to the child's birth parents and includes any person who has parental responsibility (which includes the local authority where it has a care order in respect of the child) and any person (for example, a foster carer) with whom the child lives.

It is our intention that this policy is applied fairly and consistently and with due regard to our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

AIMS

Accomplish Multi Academy Trust academies strive to secure the very best outcomes for pupils. We appreciate that regular attendance at school is vitally important in helping pupils reach their academic potential, develop socially and emotionally as well as developing a range of life skills which will support them as they leave our school and start the next phase of their education at secondary school.
Accomplish Multi Academy Trust aims to support pupils and parents/carers by:

• Promoting good attendance and reducing absence, including persistent and severe absence

• Ensuring every pupil has access to the full-time education to which they are entitled

• Having robust processes in place for monitoring pupil attendance and taking early action to address patterns of absence and any safeguarding concerns raised through absence

• Creating a safe and supportive environment where all pupils can develop and flourish

We will also support parents/carers to carry out their duty to ensure their children, including those of nursery age, attend regularly, and will promote and support outstanding punctuality to the academy.

RATIONALE

The Trust Board have followed the DfE guidance, Working together to improve school attendance (August 2024) and has updated the Trust's attendance policy to reflect the government's ambition to improve pupil attendance.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. Children who frequently miss school often fall behind and they may find it challenging to make the expected progress in their learning. Regular absences may also lead to children finding it difficult in maintaining friendships and they can feel isolated from their school community. All staff in Accomplish academies will work in partnership with pupils and their parents/carers to ensure that all pupils have full and equal access to the opportunities and experiences offered by the school. We will encourage and support parents and carers to ensure that their child achieves the maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

We are alert to the fact that absence can lead to safeguarding concerns. For example, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. Regular absence, particularly unexplained absence, can be a red flag for safeguarding issues. It is therefore vital that all pupils are in their academy regularly.

Our staff have a clear understanding of their role in ensuring that pupil attendance is improved across the academy and that improving attendance is everyone's business.

The barriers to accessing education are wide and complex, both within and beyond the academy gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that the academy is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

All Accomplish Headteachers take responsibility for implementing measures to secure high standards of attendance and punctuality. They work collaboratively with a range of external partners, primarily those from the local authority, including the Education Welfare Service and Children's Services, in their endeavour to support families and children who may have barriers to securing excellent attendance.

LEGISLATION

This policy is based on advice, contained in the following documents from the Department for Education (DfE):

Children missing education
Keeping children safe in education and Working together to safeguard children
Special educational needs and disability code of practice: 0 to 25 years
Elective home education
Alternative provision: statutory guidance for local authorities
Exclusion from maintained schools, academies and pupil referral units in England
Supporting pupils at school with medical conditions

[Arranging education for children who cannot attend school because of health needs](#)
[Promoting and supporting mental health and wellbeing in schools and colleges](#)
[Preventing and tackling bullying](#)
[Providing remote education](#)

[The School Attendance (Pupil Registration) (England) Regulations 2024](#)
[The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007](#)
[The Education (Penalty Notices) (England) Regulations 2007, as amended](#)
[The Education (Information about Individual Pupils) (England) Regulations 2013](#)
[The Children and Young Persons Acts 1933](#)and [1963](#)
[The Equality Act 2010](#)

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. By law, all schools and academies (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register. The law requires the register to be taken twice a day - at the start of the morning session and then once in the afternoon session. Primary academies welcome students between 8:40am and 8:50am, with registers closing by 9.30am. Please adapt to suit your timings.

ASSOCIATED POLICIES
(add live link when available)
Accomplish MAT Safeguarding Policy
Accomplish MAT SEND Policy
Accomplish MAT Suspensions and Exclusions Policy
Accomplish MAT Anti Bullying Policy
Accomplish MAT Equality and Diversity Policy

ROLES AND RESPONSIBILITIES
The **Trust Board** is responsible for reviewing and approving the Attendance Policy and monitoring its impact and contribution to achieving the trust's aims and objectives.
They must also ensure academy leaders and staff receive training on attendance, make certain that academy leaders fulfil expectations and statutory duties. They are expected to take an active role in attendance improvement by monitoring attendance across the trust, particularly for the most vulnerable students.

Headteachers and Senior Attendance Champions
The Headteacher and attendance Champions will ensure that the policy is fully embedded and adhered to in the academy for which they are responsible. They hold responsibility for monitoring the efficacy of the policy, considering the views of all stakeholders and reporting these, where appropriate, to the CEO.

The Headteacher and Attendance Champion are responsible for the implementation of the Attendance Policy and the day-to-day management of it, including associated systems and processes.

Headteachers and Attendance Champions must ensure that staff benefit from timely and appropriate training and professional development to allow them to understand this policy, follow all practices and procedures within it and, ultimately, assist leaders in creating an outstanding academy culture and improve pupil attendance for all groups.

In addition, Headteachers and Attendance Champions will:

- Implement an effective academy strategy that promotes excellent attendance, which is regularly monitored and evaluated for progress and the efficacy of the academy's strategies and processes.

- Set high standards of attendance from all pupils and parents and prioritise attendance improvement across the academy.

- Create a calm, orderly and supportive environment where pupils feel safe.

- Create a climate for learning, in which all pupils are challenged and supported through high quality teaching and an inclusive curriculum to achieve aspirational targets within a structured and well- disciplined environment.

- Resource attendance support and improvement appropriately and employ attendance and pastoral staff who work with families, conduct home visits and work in partnership with the senior leadership team, the local authority's School Attendance Support Team, and other partners.

- Rigorously monitor attendance data to identify patterns of poor behaviour (at individual/group and cohort level).

- Where a pattern is identified, we will discuss with pupils and parents to listen and to understand the barriers to attendance and agree how all partners can work together to resolve them.

- Establish strong, appropriate home-school relationships through regular communications and encourage parents/carers to work collaboratively with our pastoral support team and other appropriate initiatives including facilitating support through an academy initiated early help or family support plan where absence is a symptom of wider issues.

- Remove barriers to attendance, share information and work collaboratively with other schools in the area, the local authority, and other local partners where absence is at risk of becoming permanent or severe, facilitating support where required.

- Scrutinise attendance data in order that patterns and trends may be identified and used to put targeted support in place for groups or individuals.

- Report robust data to the Trust Board, Local Governing Board and the government.

- Make all required returns regarding pupils' admissions, attendance and absence to the local authority.

- Formalise support where absence persists, and voluntary support is not working or being engaged with.

- Recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies.

- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

Local Governing Board (or other title)
Please review this paragraph to ensure information is correct for your scheme of delegation responsibilities. This might be the Trust Board rather than the Governing Board.
The local **governing board** is responsible for monitoring the implementation and impact of the Attendance Policy, escalating concerns to the Headteacher when they arise. A member of the Local Governing Board will champion attendance and work with and support the Senior Attendance Champion in the academy.

Academy staff, including teachers and support staff, are responsible for the application of the policy, ensuring its processes and procedures are followed, and consistently and fairly applied. They have a responsibility, with the support of the Headteacher and Senior Attendance Champion for creating a safe, calm learning environment where all children feel safe and want to attend.

Academy staff are expected to engage in training and CPD organised by leaders to support them to carry out their roles to the best of their ability.

Staff at all levels of the organisation should seek to create effective relationships with pupils and their families – including timely communication, home-academy liaison, and liaison with other agencies where appropriate.

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to Integris by 9.10am at the latest.

School admin/office staff will take calls from parents about absence on a day-to-day basis and record it on the school system. Transfer calls from parents to the to the Headteacher, Attendance Champion or Pastoral Lead in order to provide them with more detailed support on attendance.

Parents
Parents have a legal duty to ensure their child attends the academy and support their child's attendance by
- Ensuring their child attends the academy each day it is open, dressed in full uniform
- Contacting the academy if their child is unable to attend
- Providing their most up to date contact details
- Only requesting leave of absence in exceptional circumstances and well in advance
- Booking any medical appointments around the academy day where possible
- Proactively engaging with the academy with regards to any support that is offered to improve their child's attendance

ADMISSION REGISTER
Each academy will maintain admissions register in line with government guidance. The admissions register contains personal details of every student along with the date of admission or re-admission to the establishment, information regarding parents and carers, and details of the last school attended.
Where possible, the academy will hold more than one emergency contact number for each student.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

DAILY REGISTRATION PROCEDURES

An electronic registration takes place at the beginning of the day and additionally in the afternoon. All academies use Integris which is linked to the government's daily reporting system. All academies use national attendance and absence codes to record a child's attendance. These codes are used to collate statistics through the school census system.

Morning registration is open for 30 mins. A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code (L). Pupils arriving after registers have closed, will be marked as unauthorised absence (U) unless medical evidence has been provided or an acceptable explanation has been provided to the Attendance Champion.

Morning registers close 30 minutes after the first session begins after which time the pupil will be marked as absent. Lateness will be proactively monitored. Please add times of opening and registration etc

Where absence is recorded as unexplained in the attendance register, the correct code will be input as soon as the reason is ascertained, but no later than 5-days.

CONTACTING THE ACADEMY IF YOUR CHILD IS ABSENT

Please add the protocols for parents/carers with names and contact details for staff. Clear expectations regarding punctuality and absence.

RESPONSE TO ABSENCE

The academy will follow up all absences and will ensure proper safeguarding action is taken where necessary. The academy will call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.

If the school cannot reach any of the pupil's emergency contacts, the school may carry out a supervised home visit to establish that the child is safe.

A call will be made to 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 school will consider involving an education welfare officer
You might want to put more detail in here or refer to an appendix absence response flow chart. We have an exemplar available if you require one.

If a pupil is absent for 10 consecutive school days, the academy will contact the local authority attendance/children missing in education team. The academy will carry out reasonable and appropriate methods for ascertaining the whereabouts and safety of the pupil during the period of absence.

If a pupil is due to be or is absent with a medical condition or due to illness for a period of 15 days, the academy will report this absence to the local authority and work with the family to support their

child's continued education. Please refer to the statutory guidance on education for children with health needs who cannot attend school.

If a pupil is in the care of the local authority, the academy will inform the pupil's social worker and the Virtual Schools Head of their absence. If a child is being supported by the Youth Offending Team, the academy will contact the relevant key worker regarding the absence.

ANALYSIS OF ATTENDANCE DATA

Poor attendance is often habitual, prevention and early identification are crucial: The key
to this is regular data analysis to both identify and provide immediate additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the academy. To achieve this, we:

- Manage daily absence using the Arbor System
- Analyse absence and lateness on a weekly, half-termly and annually.
- Weekly/seasonal patterns
- Days of poor attendance
- Patterns and the nature of unauthorised absence (patterns in the use of
- certain codes)
- Benchmark attendance data against local, regional and national levels to
- identify areas of focus for improvement.
- Monitor within the data the impact of attendance efforts, including any specific strategies implement
- Identify patterns of absence and lateness for:
  o Individuals
  o Class groups/year groups
  o Vulnerable groups including SEN/PP/LAC/Previously LAC/ those with
  o Identified medical needs & those with a social worker (including those undergoing a child and family assessment)
  o Pupils with 'broken weeks'
- Use the analysis of attendance and impact data to provide regular reports to Senior Leaders, the Local Governing Body and Trustees.
- Identify the pupils who need support and focus staff efforts on developing targeted actions for those cases.
- Triangulate attendance data with behaviour, safeguarding and SEND information.
- Regularly inform parents of their child's attendance and absence levels.

AUTHORISED AND UNAUTHORISED ABSENCE

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. If you wish to apply for term time leave for exceptional reasons, then a 'Request for Absence Form' must be completed, and this must be done well in advance. (Appendix 2: Request for Absence Form). Please refer to the Department for Education working together guidance, referenced and linked in the legislation section of this policy for the latest guidance.

LEGAL SANCTIONS

PENALTY NOTICES

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered.

A Penalty Notice can be considered by the academy if a pupil has had 10 sessions (a session is a morning or afternoon) of unauthorised absence in a rolling period of 10 school weeks. Unauthorised absence may also include unauthorised lates after the register has closed. 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).

We will always consider the family circumstances, and whether further support or one of the other legal interventions would be more appropriate. We may consider issuing a Notice to Improve in line with processes set out in the Local Code of Conduct for the local authority, giving parents a 3-6 week opportunity to improve their child's attendance.

A Penalty Notice will always be issued for unauthorised term time holidays.

From September 2024 only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- 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 should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

In cases where a pupil has moved school or local authority area in the previous 3 years an additional check will be made to try and ascertain whether previous penalty notices have been issued to the parent in respect of the pupil.

Accomplish Multi Academy Trust will work with their local authorities local to make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. These are:
> Attendance contracts
> Education supervision orders
> Attendance prosecution
> Parenting orders
> Penalty notices

However, our aim is always to work with parents/carers and the pupil to support them in improving their attendance in preference to following legal routes.

BUILDING PARTNERSHIPS WITH FAMILIES
An opportunity for the academy to add information about the staff and the initiatives it has to develop their relationships with parents/carers.

ACADEMY ATTENDANCE STRATEGY Please add details of the strategy used in the academy. Awards/recognition for classes, individuals etc. The title of this section should reflect the name used for the strategy i.e. Attendance Matters, The Great Attendance Challenge etc

The strategy should include

- How the school is promoting and incentivising good attendance.

- The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

- The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

SUPPORTING SEND PUPILS' ATTENDANCE or THOSE WITH MENTAL OR PHYSICAL ILLNESS
All Accomplish Multi Academy Trust academies will consider, in line with the requirements of the Equality Act 2010, and the DfE's Working together to improve attendance (2024) the support for pupils with special educational needs and disabilities where it is deemed appropriate. A reasonable adjustment is not the same as lowering expectations; it means that some pupils need additional support to ensure that they meet the high expectations required of all pupils.

Where a pupil has an Educational Health Care Plan (EHCP), the academy will report a decline in attendance to the local authority or where barriers to attendance are identified. The local authority may then decide to review the EHCP and make amendments if appropriate. Please see further details on SEN support.

Pupils who are struggling with their mental or physical health are still expected to attend the academy who will make every effort to mitigate the barriers to the attendance. The Attendance Champion will work with the pupil (if appropriate), parents/carers and possibly external partners in creating an effective plan of support.

PARTIAL TIMETABLES
In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil with a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school.

Partial timetables are agreed with parents/carers, are regularly reviewed and are a clear plan for the reintegration for the pupil to return to full time attendance.

SUPPORT AND ADVICE

Add details of local authority teams etc

APPENDIX 1

Code	Definition
/ \	Present. / Morning \ Afternoon
L	Late arrival before the register is closed.
Attending a place other than the school	
K	Attending education provision arranged by the local authority.
V	Attending an educational visit or trip.
P	Participating in a sporting activity.
W	Attending work experience.
B	Attending any other approved educational activity.
D	Dual registered at another school.
Leave of Absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment.
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.
S	Leave of absence for the purpose of studying for a public examination.
X	Non-compulsory school age pupil not required to attend school.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.
C	Leave of absence for exceptional circumstance.
Absent - other authorised reasons	
T	Parent travelling for occupational purposes.
R	Religious observance.
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made.
Absent - unable to attend school because of unavoidable cause	
Q	Unable to attend the school because of a lack of access arrangements.
Y1	Unable to attend due to transport normally provided not being available.
Y2	Unable to attend due to widespread disruption to travel.
Y3	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend due to the whole school site being unexpectedly closed.
Y5	Unable to attend as pupil is in criminal justice detention.
Y6	Unable to attend in accordance with public health guidance or law

Y7	Unable to attend because of any other unavoidable cause.
Absent - unauthorised absence	
G	Holiday not granted by the school.
N	Reason for absence not yet established.
O	Absent in other or unknown circumstances.
U	Arrived in school after registration closed.
Administrative codes	
Z	Prospective pupil not on admission register.
#	Planned whole school closure.

APPENDIX 2

Leave of Absence Form

APPENDIX 3

Absence Response Flow Chart