




King
Ecgbert
School

Attendance Policy

Date ratified	07/12/2022
Full Governing Body	YES
Signature of Chair	
Date for Review	July 2023 – under review

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Document Control

<u>Version:</u>	<u>Date:</u>	<u>Details of changes:</u>
1	October 2022	First version of revised policy following updated DfE guidance
2	January 2023	Attendance strategy updated to ensure actions have time to embed between monitoring points.

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school 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 school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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 \(Student Registration\) \(England\) 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 school census, which explains the persistent absence threshold.

This policy also takes account of responsibilities linked to guidance in [Keeping Children Safe in Education 2022](#).

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

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

The link Governor for attendance is: Richard Thackray

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level 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 school
- 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 Sian Stockham and can be contacted via 0114 2353855 and /or enquiries@ecgbert.sheffield.sch.uk

3.4 The attendance officer

The school attendance officer, in partnership with the Deputy Headteacher, Pastoral Managers and SENCO, 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 school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with LA officers to tackle persistent absence
- Advising the headteacher / deputy headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Judith Allen and can be contacted via 0114 2353855 and/or enquiries@ecgbert.sheffield.sch.uk

3.5 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMS / Edulink. This needs to be completed in the first 5 minutes of the timetable period in question. It is the responsibility of the class teacher / form tutor to ensure the data they enter is accurate. The “comments” function should be utilized if a student is not present but thought / known to be at another activity within school. If a student is absent in a timetable period but has been present earlier in the day – On Call should be notified without hesitation.

If it becomes necessary the headteacher can consider disciplinary action for class teachers/form tutors who do not complete registers accurately leading to students not being safeguarded appropriately.

3.6 School admin/office staff

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 Attendance Officer, Year Managers, Pastoral Managers or other relevant staff 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/timetabled session on time
- Call the school to report their child’s absence before 9.00am on the day of the absence and each subsequent day of absence), and advise when they are expected to return

- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Students

Students are expected to:

- Attend every day and timetabled session on time

4. Recording attendance

4.1 Attendance register

We 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 school 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:

- (For students of compulsory school age) 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 in school by 8.45am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.15am. The register for the second session will be taken at 1.00pm and will be kept open until 1.30pm.

4.2 Unplanned absence

The student's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school and choosing the option for Attendance (see also section 7).

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

If the authenticity of the illness is in doubt, the school may ask the student's parent/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. The points at which this request will be made are outline in Attendance Strategy (Appendix 2).

If the school 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 school in advance of the appointment. Contact can be made with the school via enquiries@ecgbert.sheffield.sch.uk

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school 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 school can authorise.

4.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Students arriving after 8.45am will attend a break-time detention on the same day.

Students arriving after 9.00am will attend an after-school detention on the same day.

4.5 Following up unexplained absence

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

- Call the student'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 student's emergency contacts, the school may carry out a home visit. If, for safeguarding reasons a student is on the "Attendance Watch List" or is LAC, CP or CIN then a home visit will be carried out on the first day of absence regardless of contact being made
- 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. Home visits will be carried out for all unexplained second day absences. If absence continues, the school will consider involving LA Attendance Support officers

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via reports issued through Edulink. Parents can also check their child's attendance every day using the Edulink portal

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.

Criteria for exceptional circumstances:

- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentation from the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- Farming families, whose work patterns mean they cannot holiday during the summer holiday months.
- To attend religious festivals or services such as the wedding or funeral of an immediate family member.
- Other compassionate circumstances e.g family illness, family crisis such as marriage break-up.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issues. Evidence must be provided from a qualified professional such as a doctor.

- Where there are other factors which the Head teacher may consider exceptional circumstances, this may be referred to the Local Authority for advice.
- It should be noted that financial consideration are not deemed exceptional circumstances.

The school 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 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via contacting the Attendance Officer. 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 school 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 school, but it is not known whether the student is attending educational provision
- Study Leave determined by the school

5.2 Legal sanctions

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

Good attendance is promoted through regular communication with students and parents, through links to the Rewards Policy and through developing a good understanding of the barriers facing students and families.

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data at pre-determined monitoring points across the school and at an individual student level. For 2022/23 the monitoring points are:
21/10/22, 25/11/22, 16/12/22, 20/01/23, 10/02/23, 10/03/23, 31/03/23, 05/05/23, 26/05/23, 23/06/23, 14/07/23
- Identify whether or not there are particular groups of children whose absences may be a cause for concern through an attendance report shared at each monitoring point (see Attendance Strategy, Appendix 2)

Student-level absence data will be 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. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school 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 school will:

- Provide regular attendance reports to Year Manager, Pastoral Managers, SENCO and other school 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 school.

The school will:

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

The Attendance Strategy for 2022/23, detailing processes & procedures used to address attendance can be found at Appendix 2 of this policy

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Deputy Headteacher – Student Welfare. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school 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 school
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 school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment

R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	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 student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2

Attendance Strategy 2022/23 – interventions and priorities.

Wave 1	99% +	Contact home to congratulate students & link with Rewards Policy
Wave 2	97.0 – 98.9%	Contact home to congratulate students & link with Rewards Policy
Wave 3	94.0 – 96.9%	96/97% - phone call home from form tutor 94/95% - letter KESAtt11 sent home (from Governors) to remind parents of the importance of good attendance.
Wave 4	90.0 – 93.9%	Letter KESAtt10 sent home to inform parents of their child's attendance and that it is being monitored. Weekly check-in with Year Manager.
Wave 5	<90%	Persistent Absence protocol

Monitoring:

Attendance Report			Wave 1		99%+		Wave 2		97.0 - 98.9%		Wave 3		94.0 - 96.9%		Wave 4		90.0 - 93.9%		Wave 5		<90%		King Egbert School	
Headlines:			Overall school attendance (%):				94.91				Weeks:		1 - 7 (incl)		Week ending 21/10/2022		Monitoring point:		1					
Year	Students	Att %	EAL	Att%	Non-EAL	Att%	PP	Att%	Non-PP	Att%	SEN (E&M)	Att%	Non-SEN	Att%										
7	208	96.27	56	96.72	144	96.09	43	95.32	165	96.52	43	91.4	141	97.44										
8	207	93.4	46	94.5	161	93.07	39	89.38	168	94.36	23	86	183	94.37										
9	209	95.41	44	94.14	164	95.74	44	93.45	165	95.99	27	94.95	182	95.48										
10	210	94.54	58	95.25	152	94.28	41	90.3	169	95.6	21	86.54	188	95.4										
11	199	94.54	51	93.15	147	95.36	30	93.07	168	95.1	18	92.75	177	94.97										
Total	1033	94.9	255	94.85	768	94.9	197	92.37	835	95.51	132	90.57	871	95.51										

Attendance monitoring points are based on 15 day periods to tie in with the protocol for 15 day PN warnings. The monitoring points for 2022/23 are:

21/10/22, 25/11/22, 16/12/22, 20/01/23, 10/02/23, 10/03/23, 31/03/23, 05/05/23, 26/05/23, 23/06/23, 14/07/23. **03/01/2023: Attendance monitoring points have been changed to half-termly following review where the 3-week period was not allowing sufficient time to see impact of actions. Revised dates are: 10/02/23, 31/03/23, 26/05/23 and 21/07/23.**

Full report produced at each monitoring point with Wave 5 students identified & transferred to monitoring spreadsheet.

Ongoing monitoring – attendance checked weekly (wave 4) or daily (wave 5).

Students who are on the Watch List checked & monitored daily (LAC, CP, CIN by Safeguarding Manager, others by Pastoral Managers).

Daily activity: First day absence calls. Second day absence, unexplained - home visit (Year Manager rota). All CIN, CP & LAC students – home visit on 1st day of absence. Second day absence, explained - phone call. Third day absence, explained – home visit.

Following phone calls and home visits;

- PRIORITY 1: check letters have been actioned for students under 95% (wave 3, 4 & 5)
- PRIORITY 2: set up and carry out any meetings needed
- PRIORITY 3: ensure spreadsheet/intervention log is up to date with all actions and dates completed and documents filed
- PRIORITY 4: letters gone to all students 94.9% and below
- PRIORITY 5: positive contact

Weekly activity: Home visits to students with Severe Absence (<50%) and Persistent Absence (<90%) with little communication

Persistent Absence Protocol

(for students identified as having attendance <90% at monitoring points)

