

# Attendance and Punctuality Policy

## PURPOSE

The aims of the Attendance Policy are to raise the importance of good attendance in line with Ofsted requirements, ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently, to improve punctuality, promote opportunities to celebrate and reward children for attendance and punctuality achievements.

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## POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Behaviour Model

## 1. Introduction

Ark Kings Academy believes that regular, punctual school attendance is vital for high achievement in order that pupils can be the best that they can be. Absence from school is recognised as a safeguarding issue as it places children at risk and in some cases, it can result in pupils being drawn into anti-social or criminal behaviour.

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them.

Ark Kings Academy takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance. Therefore, this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

## 2. Aims

The aims of the Attendance Policy are:

- a) To raise the importance of good attendance in line with Ofsted requirements.
- b) Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- c) To improve punctuality.
- d) Promote opportunities to celebrate and reward children for attendance and punctuality achievements.

## 3. Expectations

Good attendance and punctuality depend on a partnership between pupils, parents and carers, the academy and outside bodies. For its part, the school expects the following from pupils and parents and itself follows this practice:

3.1 Pupils are expected to:

- a) Attend school every day
- b) Arrive at school in good time for line up each morning
  - i) **Secondary:** 8:25am
  - ii) **Reception –Year 6:** 8:30am (Entry straight into classrooms)
- c) Attend all lessons punctually
- d) Catch up on all work missed due to absence

3.2 Parents are expected to

- a) Ensure that their children attend school regularly.
- b) Ensure that their children arrive at school in good time for line up each morning
  - i) **Secondary:** 8:25am
  - ii) **Reception-Year 6:** 8:30am

- c) Telephone the academy by 8:30am if their child is unable to attend for any reason, followed by a written note on return:
  - i) **Primary:** 0121 4585380
  - ii) **Secondary:** 0121 459 4451
- d) Ensure that their children are in proper school uniform.
- e) Ensure that their children are properly equipped for school.
- f) Arrange medical appointments outside school time where possible.
- g) Ensure that no holidays are booked during term time.
- h) Contact their child's tutor/ class teacher to discuss any concerns that they may have, and which could affect their child's attendance.
- i) Ensure that the school has up to date contact details.

### 3.3 Ark Kings Academy are expected to:

- a) Emphasise at all times the importance of good attendance.
- b) Register pupils' attendance and absence efficiently and accurately at the start of the school day and after lunch, according to current regulations, using Bromcom.
- c) Record the attendance and lateness of pupils during each lesson using Bromcom, teachers must complete the registers within the first 5 minutes of the lesson.
- d) Contact parents by telephone if a pupil is absent
- e) Invite parents in to discuss any instances of frequent absence and refer poor attendance on to relevant authorities.
- f) Notify the DSL in cases of concern around the implications of non-attendance if you are concerned about a child's welfare.
- g) Promote attendance by taking account of each pupil's individual needs.
- h) Co-operate fully with other agencies to encourage punctual attendance at school.
- i) Provide regular reports on each pupil's attendance to parents.
- j) Set demanding yet realistic targets for whole school attendance.
- k) Reward pupils with positive attendance.

## 4. Attendance Monitoring and Interventions

### 4.1 Academy Approach

Improving attendance is a whole academy initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, pupils and all members of academy staff.

Attendance data is monitored from the beginning of each academic year and also from the beginning of each half term. By tracking the attendance data in this way, the academy is able to monitor and reward improvements and to take swift action if a pupil's attendance is below the targeted level. Attendance is also monitored at different levels: individual pupils, form group/class, year group and whole school.

The diagram below highlights the whole academy approach to attendance monitoring and intervention:

97-100%	95-96.9%	93-94.9%	90-92.9%	0-89.9%
<p><b>Outstanding!</b></p> <p>You have missed less than one week over the academic year. You are setting yourself up for the <b>best chance of great results!</b></p>	<p><b>Time to change:</b></p> <p>You have missed two weeks over the academic year – that's 60 lessons! Make sure you <b>start catching up</b> on your work now!</p>	<p><b>Risk of under-achievement:</b></p> <p>You have missed three weeks over the academic year – that's 90 lessons! If this continues your progress and attainment will likely suffer.</p>	<p><b>Severe risk of under-achievement:</b></p> <p>You have missed a whole month of school this year – that's 120 lessons! If this continues your attainment will drop.</p>	<p><b>Extreme concern:</b></p> <p>You have missed more than a month of school this year. If this continues it will be <b>extremely difficult for you to catch up</b> and achieve your full potential.</p>

#### 4.2 Positive Reinforcement

In order to promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, the academy uses a range of rewards and positive reinforcement strategies.

Displayed pupil attendance data is 'reset' to 100% each half term, in order to promote pupils' aspirations towards attendance and give every child the opportunity to participate in the '100% club'.

These include:

- a) Weekly class attendance announcements in achievements assembly
- b) Weekly rewards (primary: class trophy given out weekly; weekly raffle draw for 100% attendees- choose a prize)
- c) Certificates
- d) Half termly rewards
- e) Termly achievement assembly prizes and rewards.

#### 4.3 Monitoring Processes

The Academy has rigorous monitoring systems to ensure that pupil data is used efficiently to support and improve attendance in a range of ways. The pastoral team will monitor this.

- a) **Daily:** pupil registers are completed by 8.45am in the secondary phase and 9.00am in the primary phase in order to identify absent pupils and initiate absence procedures. Any staff with incomplete registers will be followed up by email or in person. Year group and overall attendance data is shared with SLT and the pastoral team by 10.30am. Absent pupils are contacted by LWA in the primary phase and year group student support managers in the secondary phase, absence codes are updated by 10.30am.
- b) **Weekly and fortnightly:** pupil attendance is monitored, and any concerns are recorded in pastoral meetings. Actions will be agreed, delegated, recorded and reviewed for pupils

whose attendance is declining. Attendance trends are reported to SLT to ensure positive improvement over time. Meetings with parents are arranged to look at emerging concerns and offer Early Help.

- c) **Half-termly:** Reports and PA children are reviewed.

#### 4.4 Intervention Processes

The Academy has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern with consistency and rigour

(for intervention flowchart, see Appendix 3):

- a) **Blue (97 - 100%) and Green (95 - 96.9%):** The form tutor (secondary) or class teacher (primary) has responsibility for praising pupils in these groups for high attendance and supporting improvement for pupils in the green group through monitoring, conversations and weekly rewards.
- b) **Yellow (93 - 94.9%):** Interventions are triggered for all pupils with attendance below 95%. The form tutor / class teacher will be supported by the Head of Year Learning (secondary), or student support manager (primary), who will promote improvement for pupils in the yellow group through monitoring, conversations and contact with parents.
- c) **Amber (90 - 92.9%):** The form tutor / class teacher and Head of Year Learning / Phase Lead will be supported by the Student Support Manager, who will promote improvement for pupils in the amber group through monitoring, conversations and contact with parents. These pupils' attendance progress will be reviewed each week at Attendance meetings.
- d) **Red (0-89.9%):** Attendance below 90% is considered a very serious matter at Kings, and a pupil with less than this is called a Persistent Absentee (PA). The Head of Year Learning / Student Support Manager will be supported by the SLT link to intervene with these pupils. As this attendance percentage falls below the Government Persistent Absence target, all pupils in this group will be subject to an Action Plan detailing the additional support required to improve that pupil's attendance. All pupils in this group will also be made known to the Education Welfare Officer and Legal Services at the Local Authority. They may wish to work with parents/carers to improve the attendance of the pupils in the red group. This includes taking legal action where required.

## 5. Guidelines

### 5.1 Reasons for absence

Every half-day absence from school must be recorded and classified with a code by the school, as either authorised or unauthorised. Only the school can make this decision and record it. Therefore information about the cause of any absence is always required, by phone and in writing.

Parents and carers are asked to contact the academy office by phone or in person by 8:30 am if their child is to be absent from the academy. On your child's return, it is requested that medical evidence is provided particularly where there are concerns of attendance below the expected % - yellow, amber, red category.

### 5.2 Authorised absences

Acceptable reasons for a child's absence from school include sickness, hospital appointments, recognised religious holidays and funerals. Medical and dental appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day.

### 5.3 Unauthorised absences

Unacceptable reasons for a child's absence from school include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell, and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

### 5.4 Reluctant attenders

Whilst it is understood that any child can have an illness and be away from school for a given period, sometimes children can be reluctant to attend school for other reasons. Any problems with regular attendance are always best sorted out by the parents/carers contacting school immediately to discuss the issues.

If your child is reluctant to attend:

- a) Please do not cover up the absence
- b) Please do not give in to pressure to excuse them from attending

In either case, the situation will only worsen and become a habit and the causes will be harder to find and the resolution difficult.

### 5.5 Holidays/Trips

The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.

### 5.6 Only the Principal can authorise absence.

## 6. Action taken when pupils are absent

6.1 There are occasions when absence is unavoidable. These include:

- a) Illness.
- b) Medical or education appointments.

6.2 If a parent knows in advance of absence due to an appointment, the academy office should be informed, and the appointment card or letter shown.

6.3 If a child is ill, the parent or carer should ring the academy to inform us by 8.30 am. If your child is absent and has been prescribed medicine by the doctor please can you bring the medicine or prescription into the academy, so we can photocopy it. Parents/ carers will also need to complete a medication form from the school office.

6.4 The parent or carer will be phoned and if there is no answer or no information has been received, and reasons noted, a text message will be sent on the first day of absence.

6.5 If a pupil is regularly absent for medical reasons without formal evidence presented, and becomes a safeguarding concern, the academy reserves the right to contact the child's GP for additional information.

## 7. Lateness

7.1 The academy day starts at 8:25am (secondary) 8.30am (Reception-Year 6).

7.2 Pupils who arrive after this time must enter the academy through the main entrance (secondary) or the primary main school office.

7.3 Registers will close at 8.45am (secondary) 9.00am (primary). Children who arrive after this time will be marked as 'L' (late) until 10.00am, and 'U' (unauthorised absence) after 10.00am. U's contribute to unauthorised attendance which can lead to fast track action. A secondary student late after 8.45am (close of register) must sign in on the inventory system which

generates a report for attendance officer. L on the register will automatically issue a late correction.

7.4 The procedure for consistent lateness is the same as for absence – i.e. at 10% lateness the Assistant Principal/ deputy Head teacher is informed by the Attendance Officer.

- a) Appointment made to see Attendance Officer / Student Support Manager – one month is given for improvement.
- b) If no improvement is seen, the Attendance Officer/ Student Support Manager will request another appointment.
- c) If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made.

7.5 Cause for Concern' registers for absence and punctuality are kept.

## **8. Pupil absence and extenuating family circumstance**

8.1 The Department for Education has amended the regulations and guidance in relation to absences in term-time. **There is no automatic right to take your child out of school during term time.** From 1st September 2013, the Department for Education will only allow a head teacher to grant a leave of absence if there are exceptional circumstances. In determining whether or not an absence in such circumstances can be authorised, it is for the head teacher to determine the number of days a child can be away from school if the leave is granted.

8.2 If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form (see Appendix 2). No absences for holidays should be authorised, unless in extreme or exceptional circumstances. Permission for absence will only be given if there are extenuating circumstances.

8.3 If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result further legal intervention.

8.4 A meeting will be held regarding the request and the member of staff will explain that parents have a legal responsibility for their child to be in school. If the pupil is female and from a Female Genital Mutilation (FGM) practicing or affected community then the member of staff will use direct questioning to ascertain whether “cutting” of the girl will be undertaken during this holiday. The member of staff will then take the information from this meeting and make a decision on whether to refer to local CYPS or Police.

8.5 Any absence from school will disrupt your child's learning. You may consider some absences to be educational, but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other pupils in the class. This is something we all have a responsibility to avoid.

## **9. The Attendance Service**

9.1 Parents are expected and encouraged to contact the school at an early stage and work together with school staff in resolving problems together. This approach is nearly always successful.

9.2 If this does not resolve the problem, the school will refer your child to the Education Welfare Officer (EWO) from the local authority. They are independent of the school and can provide impartial advice. The EWO will work together with you and the school in order to resolve the difficulty and return your child to regular attendance.

9.3 At Ark Kings Academy, to ensure that we promote early intervention and prevent absence from becoming a cause for concern, we will work with the local authority to make use of the fast track attendance process. This means that you and your child will work together with the EWO over a 12-week programme of strategies and support in order to improve attendance. It is important to note that once your child has been accepted on the fast track to attendance programme, no further absence will be authorised without medical evidence.

9.4 If, after all efforts have been tried, the unauthorised absences persist; these officers can use sanctions such as penalty notices or prosecution in the magistrates' court. Full details and information leaflets are available from the school and from the local authority.

## **10. Children Missing in Education**

10.1 A child going missing from school is a potential indicator of abuse and neglect. Staff will monitor children that go missing from school and report them to the designated safeguarding lead – following normal safeguarding procedures.

10.2 From the first day that a child does not attend school and there is no explanation or authorisation of the absence, the following steps should be taken:

- a) A trained staff member will make contact with the parents/carers (person with parental responsibility for the child) to seek reassurance that the child is safe at home;
- b) The outcome of the contact should be assessed and if there are any concerns a consultation with the school/establishment/colleges designated safeguarding lead should take place to consider the child's vulnerability.

10.3 In the following circumstances a referral to children's social care and/or the police should always be made promptly:

- a) The child may be the victim of a crime
- b) The child is subject of a Child Protection plan
- c) The child is subject of S47 enquiries
- d) The child is looked after
- e) There is a known person posing a risk to children in the household or in contact with the household
- f) There is a history of the family moving frequently
- g) There are serious issues of attendance

10.4 The answers to further questions could assist a judgement whether or not to inform LA children's social care and the police:

- a) In which age range is the child?
- b) Is this very sudden and unexpected behaviour?
- c) Have there been any past concerns about the child associating with significantly older young people or adults?
- d) Was there any significant incident prior to the child's unexplained absence?
- e) Has the child been a victim of bullying?
- f) Are there health reasons to believe that the child is at risk?
- g) Does the child need essential medication or health care?
- h) Was the child noted to be depressed prior to the absence?
- i) Are there religious or cultural reasons to believe that the child is at risk? E.g.
- j) Rites of passage or forced marriage planned for the child?
- k) Has the child got a disability and/or special educational needs?

- l) Have there been past concerns about this child and family which together with the sudden disappearance are worrying?
- m) Is there any known history of drug or alcohol dependency within the family?
- n) Is there any known history of domestic violence?
- o) Is there concern about the parent/carer's ability to protect the child from harm?

10.5 The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. Accordingly, if a situation is not resolved within 3 days the education welfare service should be contacted, then referrals should be made to the police and LA children's social care, as appropriate over the next two weeks.

10.6 Extended leave of absence can be authorised by the head teacher, at which point a return date is set. In these cases, the timeline for enquiries starts from when the child does not attend school on the expected return date, not from the day the extended leave started.

10.7 Day 1: If the answers to any of the points set out in the previous section indicates that there are concerns about the child's safety then a referral should be made to the police and children's social care on day one. The education welfare service should be informed and requested to assist in locating the child.

- a) Contact the local police station (24-hour response). Any suspicion/evidence of crime must be clearly stated. The circumstances and all available information regarding the child and family will be required.
- b) The missing person report will be risk assessed and the local police response team will carry out immediate actions. The investigation will be progressed by the police response team, in conjunction with either the local missing persons unit and/or the CID.
- c) The missing person report will generate a notification to the police. The police will work with and refer information to Birmingham City Council Children's Social Care. LA children's social care, who must be contacted as soon as possible in these circumstances, will also liaise with the Police Public Protection Unit in order to identify, and act upon, any suspicion of child abuse or child related crime.
- d) The school / educational establishment / college should work in collaboration with children's social care and the police and a safeguarding education representative should participate in any strategy discussions, s47 enquiries and child protection conferences which may arise.

10.8 Reasonable enquiry:

If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school may delay making a referral. The process of 'reasonable enquiry' has not been identified in regulations, however this includes school staff checking with all members of staff whom the child may have had contact with, and with the pupil's friends and their parents, siblings and known relatives at this school and others.

School staff should also make telephone calls to any numbers held on record or identified, sending a letter to the last known address, home visits by some school-based staff and consultation with local authority staff.

10.9 Days two to twenty-eight:

If the first response was unsuccessful, the school should contact the Local Authority Children Missing in Education (CME) team, tel: 0121 303 4983. The local authority should make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community, as appropriate.

The CME team should also check databases within the local authority, use agreed protocols to check local databases, e.g. LA housing, health and the police; check with agencies known to be

involved with the family, with the local authority the child moved from originally, and with any local authority to which the child may have moved.

The child's circumstances and vulnerability should be reviewed and reassessed regularly jointly by the school's nominated safeguarding advisor and the CME officer in consultation with children's social care and the police as appropriate.

#### 10.10 Child missing from school for more than four weeks:

A child may not be removed from the school roll before the end of four weeks. After 4 weeks the child's common transfer file should be uploaded to the department for education secure site for the transfer of pupil information when a pupil moves between schools. The local authority children missing in education team must also be informed.

In order to ensure accurate data is collected to allow effective safeguarding, the school will inform the LA of any pupil who is going to be deleted from the admission register where they:

- a) Have been taken out of school by their parents and are being educated outside the school system, e.g. Home education.
- b) Have ceased to attend school and no longer live within a reasonable distance of the school.
- c) Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- d) Are in custody for a period of more than four months due to a final court order and we do not reasonably believe they will be returning to the school at the end of that period.
- e) Have been permanently excluded.

### 11. Registers

These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

Children entering the classroom via the office should be recorded late if they arrive after the close of registration. The allocated members of staff responsible for attendance will update the tracker / registers.

Staff in secondary are expected to take registers in a timely and efficient manner during the first 5 minutes of each lesson. If registers are not completed within this time, they will be contacted by email or in person to rectify the situation.

### 12. Telephone Numbers/Contact Details

There are times when we need to contact parents/carers in an emergency and about other things including absence from school. We must have three contact telephone numbers for each pupil on roll including parent/carer names.

We need your help in ensuring that you have provided us with up-to-date telephone numbers and contact details – if we don't then something important may be missed.

We will make regular checks on telephone numbers and contact details throughout the year.

### 13. School Targets

The school has targets to improve attendance and your child has an important part to play in helping us to meet these targets and to aim higher in all aspects of their education. Targets for the whole school and for the classes are displayed in the school and we hope you will take the opportunity to study them.

The minimum level of attendance is 97% and we will keep you updated regularly about the progress to this level and how your child's attendance compares.

Our aim is to achieve better than this because we know that good attendance is the key to successful schooling.

#### **14. COVID 19 – Name staff responsible for the completion of revised daily educational setting status form**

DfE Educational settings status form will resume on 1<sup>st</sup> September.

The DfE has confirmed that from Tuesday 1<sup>st</sup> September, schools and colleges will be asked to resume completing a revised daily educational setting status form. The DfE will asking school to provide information on:

- number of pupils or students in attendance
- number of pupils or students with a social worker or with an education, health and care plan
- number of teacher absences

The information provided through the form continues to support the Government's response to the coronavirus (COVID-19) outbreak. The DfE has confirmed it will provide further instruction and a link to the educational setting status form.

## APPENDIX 1: ATTENDANCE ROLES AND RESPONSIBILITIES FOR STAFF:

1. **Form tutors (secondary) / Class teachers (primary):**
  - a) receive weekly/ fortnightly attendance tracker from SSM/HOYL – annotate with notes on individuals with improving/declining attendance and share with form group
  - b) Praise those with good attendance (green group)
  - c) Speak to pupils with attendance/punctuality issues (yellow group)
  - d) contact home when directed by SSM/HOYL
2. **Heads of Year Learning (secondary) / Student support manager – attendance (primary):**
  - a) actively monitor form tutors / class teachers (incl. registers, phone calls, tracker)
  - b) follow up (incl. phone calls and parental meetings) for those whose attendance doesn't improve after FT/CT intervention (amber group)
  - c) monitor attendance tracker and set/review actions in meetings
3. **Student Support Managers (secondary- only)**
  - a) Contact home on a daily basis before 9.15am if an absence is unexplained.
  - b) Update daily absence tracker with reasons by 9.15am.
  - c) Send texts daily to parents of absentees and pupils who arrived late
  - d) Provide a list of calls with no response to HOYLS/PLs follow up (incl. phone calls and parental meetings) for those whose attendance doesn't improve after FT/CT and HOYL/PL intervention (pink group)
  - e) attend and contribute to weekly attendance meetings
  - f) conduct home visits
4. **Attendance Student Support Manager (Primary only):**
  - a) Manage absent and late pupils – daily
  - b) Follow up (incl. phone calls, texts, home visits and parental meetings) for those whose attendance falls into the PA category (red group)
  - c) Conduct home visits for pupils who can't be reached
  - d) Send attendance reminder letters/ Fast Track letters accordingly
  - e) Attend pastoral meetings to discuss attendance concerns with pastoral DHT
  - f) Follow up with parents who regularly fail to notify Academy for reasons of absence
  - g) Responsible for completing off-rolling documentation
  - h) Update attendance tracker and registers
  - i) Feedback to SLT - attendance concerns
5. **Attendance Data Officer (secondary – only)**
  - a) Monitor registers daily and report to SLT on registers not taken
  - b) Provide daily statistics on attendance and punctuality to SLT and Pastoral team
  - c) Manage absence texts and attendance line: pick up messages and enter relevant codes.
  - d) Update the attendance tracker and share with SLT and Pastoral team every Monday.<sup>[1]</sup><sub>SEP</sub>
  - e) Provide half-termly attendance and punctuality reports for SLT and Governing Body.
  - f) Oversee the data systems relating to attendance and punctuality and resolve any functional issues which occur.
  - g) Ensure pupils and parents are notified of term end and start dates via text message, newsletter and website.
  - h) Responsible for on and off-rolling pupils
6. **SLT year links/Pastoral SLT:**
  - a) Chair weekly/ fortnightly attendance meetings
  - b) Oversee and advise on interventions for individual pupils
  - c) Support pastoral team with parent meetings and Attendance Meetings

## APPENDIX 2: DAILY PROCESSES – RED AND GREEN DAYS

Reported daily to SLT and SSM. Primary/ secondary and whole school attendance by year group including names of pupils who are absent.

Year	Green Day	Amber Day	Red Day
	95-100%	94-95%	Below 94%
EYFS/KS1	4 pupils or less	5 pupils	6+ pupils
KS2: Y3-4	2 pupils or less	3 pupils	4+ pupils
KS2: Y5-6	4 pupils or less	5 pupils	6+ pupils
<b>Primary</b>	<b>10 pupils or less</b>	<b>11-15 pupils</b>	<b>16+ pupils</b>
Year 7	6 students or less	7 students	8+ students
Year 8	6 students or less	7 students	8+ students
Year 9	4 students or less	5 students	6+ students
Year 10	4 students or less	5 students	6+ students
Year 11	2 students or less	3 Students	4+ students
<b>Secondary</b>	<b>24 students or less</b>	<b>25-29 students</b>	<b>30+ students</b>
<b>All-Through</b>	<b>34 students or less</b>	<b>35-45 students</b>	<b>46+ students</b>



## APPENDIX 3: ATTENDANCE DAILY PROTOCOL

### Attendance Process Primary

LWA

8.00am – 8.45am – proactive phone calls to families of children who were absent day before or vulnerable families that may need support getting their children into school.

**(Gates close 8.45am) Registers completed by 9.00am**

Children will be marked late if they arrive after the close of the register.

LWA will look at the daily absence list (Bromcom) and phone each parent who has not contacted the school. Any phone call received from parents are to be logged on IE and then added onto the live tracker. If No answer by phone further phone calls made by approx. 9.30am if no correspondence text sent. If no further contact by 10.00am home visit / safe and well check carried out.

**Update and enter the correct codes on Bromcom**

Enter reasons onto the live attendance tracker and this is sent to NGA.  
LWA will update the codes on Bromcom.

**Follow up during school hours**

Updated list of the reason for absence is emailed to SLT  
SLT and LWA to liaise - follow up any persistent absences and reasons given.  
Lates emailed from school office as children arrive with the time and reason.  
Updated mark in Bromcom and attendance tracker.

From 4.30pm proactive phone calls to families of children who were absent or late to offer support. Phone calls to families who were absent and are due in the next day eg end of isolation period/ sickness.

Medical appointments should be made outside of school hours where possible. If there is an occasion where the appointment is during school hours, evidence will need to be seen. Medical evidence can be taken in the form of prescriptions, appointment cards, text, or emails.

The code 'M' will be entered onto Bromcom.

Holidays during in term time will **not** automatically be authorised, each request will be looked at case by case by headteacher.



## Attendance Process Secondary

### **(Gates close 8.25am) Registers completed by 8.45am**

Students will be marked late if they arrive after the close of the register (after 8.45am). Pupils arriving during registration time are directed to their form room where form tutor will update the register with a present mark. No sanction given unless repeated lateness for no apparent reason.

Medical appointments should be made outside of school hours where possible. If there is an occasion where the appointment is during school hours, evidence will need to be seen. Medical evidence can be taken in the form of prescriptions, appointment cards, text, or emails. The code 'M' will be entered onto Bromcom.

Holidays during in term time will **not** automatically be authorised, each request will be looked at case by case by headteacher.

### **Follow up**

Attendance officer/assistant will look at the daily absence list via the live tracker and phone each parent who has not contacted the school. Any phone call received from parents are added onto the live tracker. If no answer by phone further phone calls made by approx. 9.30am if no correspondence text sent. If no further contact by 10.00am home visit / safe and well check carried out. Refer to DSL/EWO if no contact made following HV.

### **Update and enter the correct codes on Bromcom**

Attendance officer/assistant to enter absence codes onto Bromcom using live tracker information.

### **Follow up during school hours**

Updated list of the reason for absence is emailed to SLT /HOY/SSM  
SLT /HOY/ SSM to liaise - follow up any persistent absences and reasons given.  
Late arrivals to school after 10.00am recorded as U. Before pupils allowed to enter through doors- immediate phone call made by Attendance assistant (AA) to inform parents pupil late and ascertain why. Text sent informing parents if no answer asking for call back. Refer to EWO to hold meeting with parents after 2 U codes in one week.  
Lates emailed from school office as students arrive with the time and reason. Updated mark in Bromcom and attendance tracker.

### **Further follow up**

At the end of the school day, SSMs make target phone calls to ensure absent pupils return to school the next day. Students where there are PA concerns are shared with the EWO to discuss the appropriate cause of action.

Follow up with LA – Education welfare PA / poor attendees/ Legal action/fixed penalty fine.  
To comply with LA audit requirement schools, have to evidence very mark that is not a present mark.

**APPENDIX 4: APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME:  
EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST (to be completed  
by parents/carers only)**

Pupil’s Name ..... D.O.B ..... Form/class .....

Pupil’s Name ..... D.O.B ..... Form/class .....

Pupil’s Name ..... D.O.B ..... Form/class .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....  
.....

Dates of Absence

From ..... To ..... No of school days .....

Address where we will be staying

.....  
.....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... <b>Address</b> ..... ..... <b>Signature</b> ..... <b>Date</b> .....	<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... <b>Address</b> ..... ..... <b>Signature</b> ..... <b>Date</b> .....
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Request **agreed / denied**

Signed : ..... Head Teacher    Dated: .....

## **APPENDIX 5: PROCEDURE FOR THE ISSUE OF PENALTY NOTICES:**

1. Academies will notify the EWS of all cases where attendance has fallen below 90% in the preceding 6-week period and no valid reason for the absence has been provided by the parent/carer, along with evidence of what measures they have taken to bring this matter to the parent's/carer's attention.
2. The LA will produce an information letter for distribution to all parents/carers whose children have been identified as falling below 95% attendance at their respective academies. This will set out clearly the circumstances whereby a Penalty Notice can be issued and the consequences for failure to pay within the required time scale.
3. Each pupil's attendance will be monitored for 15 academy days following the issue of the letter to see if the desired improvement has taken place. An acceptable improvement is an increase in attendance above 90% for the 15-day period.
4. Should the required improvement not take place and no valid reason for the absence is provided, the Court Officer will decide whether to issue the Penalty Notice or to proceed with a prosecution under Section 444 of the Education Act 1996.
5. Where a Penalty Notice is issued, it will be sent by the Court Officer through the post using First Class post to the parent's last known address.
6. Following a change to advice issued by the DfES in recent months, Penalty Notices may now be issued to the parents/carers of all pupils registered at Birmingham schools, irrespective of their actual home address. This also means that follow-up prosecutions where parents/carers fail to pay the Notice or to improve their children's attendance will extend to families resident outside the area.

### **Withdrawal of Penalty Notices:**

7. The LA will withdraw any Notices issued if:
  - a) It can be established that the Penalty Notice was issued to the wrong person.
  - b) The use of the Penalty Notice does not conform to the terms of the Protocol.
8. Where either of the above occurs, written notice of the withdrawal shall be given to the recipient and any monies paid over shall be fully refunded.
9. Also, no proceedings under Section 444(1A) of the Education Act 1996 shall be instituted against the recipient in respect of the period covered by the withdrawn Notice.

### **Payment:**

10. Arrangements for payment will be detailed on the Penalty Notice.
11. A Penalty Notice shall be for the sum of £50 if paid within 28 days rising to £100 thereafter until the final deadline of 42 days.
12. Payment in full of the Penalty Notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted under any other enforcement powers for the period.
13. Any revenue arising from the issue of Penalty Notices will be retained by the LA to defray the costs involved in their issue or any subsequent prosecutions arising from non-payment.

### **Non Payment:**

14. Non payment of Penalty Notices within the prescribed time limits will result in a prosecution under Section (1) or (1A) of the Education Act 1996 for the original offence of failing to ensure the regular attendance of the child/ren at school.

## **Birmingham city council – Fast Track Process 2021**

### **FAST-track to Attendance**

(Covid appropriate)

An Early Help approach to improving pupil attendance (includes the process for taking legal action for ongoing unauthorised absences)

Step by Step Guide

September 2021

Education Legal Intervention Team (ELIT)

Birmingham City Council



[https://www.birmingham.gov.uk/downloads/file/9013/fast-track\\_guidance\\_-\\_september\\_2021](https://www.birmingham.gov.uk/downloads/file/9013/fast-track_guidance_-_september_2021)

## **Useful Links BCC guidance and procedures**

### **Birmingham City Council Penalty Notice Code of Conduct**

[https://www.birmingham.gov.uk/downloads/file/5116/birmingham\\_city\\_council\\_absence\\_code\\_of\\_conduct\\_2016](https://www.birmingham.gov.uk/downloads/file/5116/birmingham_city_council_absence_code_of_conduct_2016)

### **Leave in Term Time (Penalty Notice) Process**

<https://www.birmingham.gov.uk/school-attendance>

### **Deletion from Roll Guidance**

[https://www.birmingham.gov.uk/downloads/file/5477/deletion\\_from\\_roll\\_guidance\\_july\\_2019](https://www.birmingham.gov.uk/downloads/file/5477/deletion_from_roll_guidance_july_2019)

### **Children Missing Education**

<https://www.gov.uk/government/publications/children-missing-education>

### **Keeping children safe in education - Statutory guidance for schools and colleges**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007260/Keeping\\_children\\_safe\\_in\\_education\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007260/Keeping_children_safe_in_education_2021.pdf)

**Departmental advice for maintained schools, academies, independent schools and local authorities**

<https://www.gov.uk/government/publications/school-attendance>

**Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England**

<https://www.gov.uk/government/publications/education-for-children-with-healthneeds-who-cannot-attend-school>

**The link between absence and attainment at KS2 and KS4 - 2013/14 academic year**

<https://www.gov.uk/government/publications/absence-and-attainment-at-key-stages2-and-4-2013-to-2014>