



KING EDWARD VI  
SHELDON HEATH ACADEMY

## ATTENDANCE AND PUNCTUALITY POLICY

Other relevant policies:

Behaviour Policy

Anti-bullying Policy

Staff Safeguarding Children Policy

Child Protection Policy

Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges – Part 1

Child Protection and Safeguarding – Sharing Information Guidance

The Legal Requirements that Govern School's Academies and Local Authorities are contained in:

- The Education Act 1996, sections 434(1) (3) (4) & (6) and 458(4) & (5), which lays out the statutory duty of Schools with regard to attendance.
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

**Friendship**  
Integrity Benevolence  
Honesty **Equality**  
Respect Community  
Tolerance Aspiration  
**Our values**  
Humility Personal responsibility  
Justice Dignity Ambition  
Co-operation Humanity  
Excellence Embracing diversity  
**Belief** Empathy Kindness  
Understanding Charity  
Compassion

This policy was adopted by the Student Welfare Committee in June 2017.  
Next review due Summer Term 2018, or earlier if the need arises.

## **1. Rationale**

King Edward VI Sheldon Heath Academy is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals. Our work will be underpinned by our core values and driven by our unequivocal belief in equality and tolerance. We will secure this through inspirational and enthusiastic teaching, the provision of a broad, challenging curriculum and excellent support and care. We want to ensure our young people fulfil and exceed their potential, be proud of who they are, be committed to lifelong learning and leave well-equipped to navigate their way through the challenges of the 21st Century; positively contributing to society both economically and socially.

## **2. Objectives**

King Edward VI Sheldon Heath Academy:

- Seeks to ensure that all students receive a full-time education which maximises opportunities for each student to realise his/her true potential.
- Promotes a culture in which high levels of attendance and punctuality are the accepted norm.
- Raises student awareness of the importance of uninterrupted attendance and encourages them to take responsibility for their own attendance and punctuality.
- Strives to provide a welcoming, caring environment, whereby each member of the Academy community feels safe and secure.
- Works with students and their families to ensure each student attends the Academy regularly and punctually.
- Has an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping
- Effectively challenges the behaviour of those students and parents who give low priority to attendance and punctuality
- Has staff that consistently promote good attendance and work to reduce absence including persistent absence

To meet these objectives, the Academy will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

## **3. Aims**

Attendance and punctuality is a priority for all stakeholders including parents students, teachers, SLT and Academy Governors. This policy aims to:

- Encourage and assist all students to achieve 100% attendance and punctuality.
- Minimise unauthorised absence and incidences of lateness.
- Ensure the efficient operation of appropriate systems to enhance attendance and punctuality; work to eradicate persistent absence.
- Ensure a systematic approach to recording, tracking and reporting on the attendance and punctuality of each individual student.
- Implement effective strategies to support and challenge attendance and punctuality where students are identified as a cause for concern.
- Provide guidelines for students on the operation of the attendance and punctuality policy through the tutorial system.
- Ensure that parents/guardians are aware of their responsibilities under relevant acts and regulations and to seek their co-operation in their implementation.
- Ensure that the Local Authority and partnerships with external agencies such as Early Help Panel, School Nurse and Forward Thinking Birmingham effectively support the Academy's work to secure good attendance and punctuality.

- Ensure a positive and consistent communication between home and the Academy; providing advice and guidance where necessary.

#### **4. Expectations**

The Academy's expectations in relation to attendance include:

- Students will aim for 100% attendance.
- Students will come to the Academy every day and attend all lessons.
- Students will arrive at least five minutes before the start of registration each day.
- Students will arrive promptly for all lessons.
- A student's family will telephone/contact the Academy on the first day of absence as soon as possible and not later than 9:15 am to provide a reason for this absence.
- All medical appointments will be booked outside school time.
- All holidays will be booked outside term time.
- All college interviews will be booked outside school time.

Poor attendance will lead to a student missing important work and this will affect a student's future grades in Academy and public examinations. Poor attendance will appear on a student's record and will affect references and future prospects.

#### **5. Intervention**

The importance of attendance and punctuality is reinforced to students and their parents at every opportunity. Regular assemblies, sharing of attendance information and certificates, meetings with families, tutorials, all reinforce the Academy's expectations and the links between good attendance and student achievement.

Where monitoring suggests that a student's attendance and/or punctuality is below the standard expected the Academy employs a staged intervention to address this. Interventions include:

- Meetings with the student and/or family.
- Daily attendance and punctuality reports.
- Support to remove potential barriers (e.g. providing bus passes).
- Mentoring and support for the student.
- Use of Behaviour for learning sanctions.
- Home visits by the attendance manager.
- Attendance spotlight letters.

Where poor attendance patterns persist, legal sanctions are applied.

#### **6. Specific Attendance Issues**

##### **a) Children at Risk of Missing Education**

The Academy will inform the local authority of any student who is at risk of missing education within 5 Academy days where they:

- Have been taken out of Academy by their parents and are being educated outside the academy system e.g. home education (see below on home educated children);
- Have ceased to attend the Academy and no longer live within reasonable distance of the Academy;
- Have a medical condition certified by their doctor that the student is unlikely to be in a fit state of health to attend the Academy;
- Are in custody for a period of more than four months due to a final court order and the Academy does not reasonably believe they will be returning at the end of that period; or,
- Have been permanently excluded.

(Refer to the Child Protection and Staff Safeguarding Children policies)

### **b) Home Educated Students**

On receipt of written notification to home educate, the Academy will inform the student's local authority that the student is to be deleted from the admission register. The Academy will complete the appropriate form and forward to the Elective Home Education team at the Local Authority for screening.

### **c) Holidays in Term Time**

The Academy is committed to maximising the potential of every student and good attendance and punctuality is essential to this aim. The Governing Body feel this will be achieved, with the support of parents/carers by ensuring that holidays are **not** taken in term time. Absence during term time for any reasons interrupts the continuity of teaching and learning and disrupts the educational progress of students'. (See Appendix 1 for special circumstances).

### **d) Authorised Absence**

Only the Academy can authorise absence. The Academy will agree to authorise absence only in exceptional circumstances, for example serious illness (medical evidence may be requested) or compassionate grounds (family bereavement). Medical and dental appointments are not grounds for authorised absence; they should be arranged out of school hours whenever possible.

Inappropriate reasons for absence will not be authorised by the Academy. The Academy will exercise discretion when authorising absence and its decision on authorised absence is final.

### **e) Approved Educational Activities**

In exceptional circumstances and only when a student's attendance is above 98%, the Principal may agree for a student to participate in educational activities not organised by the Academy. Parents are required to seek permission in writing and should write to the Principal enclosing the official information relating to the educational activity. Absence will be recorded as an approved educational activity. Permission to participate will be at the discretion of the Principal; his decision on the matter is final.

## **7. Roles and Responsibilities**

### **a) Legal Responsibilities Relating to Academy Attendance**

Under Section 7 of the 1996 Education Act, parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at the Academy.

### **b) Parental Responsibilities Relating to Academy Attendance**

Parents whose children are registered at the Academy are responsible for ensuring that their children attend and stay at the Academy. Parents must:

- Ensure the Academy has up to date contact details.
- Contact the Academy on first day of absence to provide a reason for non-attendance prior to 9:15am.
- Update the Academy daily of non-attendance if the absence is expected to continue.
- Ensure that their children arrive at Academy on time, appropriately dressed and ready to learn, (failure to do may result in an unauthorised absence mark).
- Instil in their children an appreciation of the importance of attending Academy regularly.
- Ensure that they are aware of the attendance policy of their children's Academy.
- Impress upon their children the need to observe the Academy's code of conduct.
- Take an active interest in their children's Academy career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings.

- Work in partnership with their children's Academy to resolve issues which may lead to non-attendance.
- Avoid arranging medical/dental appointments during Academy hours.
- Avoid absences and booking holidays in term time.
- Not book holidays during term time.
- Work with the Academy and any other agencies to resolve any difficulties which may affect regular attendance.

Parents may face fines and prosecution for failing to ensure their child's attendance and punctuality as stated above, for example by taking their child on holiday during term time.

### **c) Students' Responsibility**

King Edward VI Sheldon Heath Academy expects all students to be punctual and obtain high levels of attendance. They are expected to adopt a mature and responsible approach to their own attendance and punctuality and understand the consequences to their achievement if they do not attend regularly and punctuality. Students are expected to arrive at the Academy ready to learn. (See Behaviour Policy).

### **d) The Academy Governors**

The Academy Governors through the Student Welfare Committee will regularly monitor and evaluate attendance and Punctuality and ensure the impact and implementation of this policy.

### **e) The Senior Leader responsible for Attendance**

The Senior Leader responsible for attendance for the Academy will ensure that:

- Registers are accurately marked and maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.
- There is a whole Academy approach to reinforce good attendance, to encourage all students' to attend and achieve.
- They work with the Attendance team, Heads of House and Family Support Co-ordinator to ensure the effective monitoring of the attendance of individuals and sub-groups and that:
  - effective strategies are implemented to address poor attendance and punctuality;
  - these strategies are shared and understood by staff, parents and students.
- An EHC is implemented to support students with medical or additional needs that may affect attendance and/or punctuality.
- Will report on Attendance and Punctuality to the Student Welfare Committee.
- The work of Heads of Year, the pastoral team and the attendance team is effectively monitored and supported.
- All information relating to attendance and punctuality is accurate.
- On the first day of absence of a student who is on Child protection Register, vulnerable or Looked After respective agencies are notified and the student is visited at home.
- Attendance targets of each house and year group are reviewed/monitored and actions are implemented as required to secure attendance and punctuality.

### **f) Pastoral Leaders**

It is the responsibility of the Heads of Year to oversee the attendance and punctuality of their Houses. They should ensure that they liaise closely with the attendance team and with the Senior Leader responsible for attendance to ensure that:

- Attendance in their house is effectively tracked and monitored; any patterns identified and addressed.
- They assess the impact of interventions in place to secure attendance and punctuality.
- To ensure staged interventions are applied.
- The attendance team's work to reduce persistent absence is monitored and supported.
- Systems and processes to secure attendance and punctuality are applied.

### **g) Attendance Team**

It is the responsibility of the Academy's Attendance Team to maintain the day to day running of attendance procedures and to regularly update procedures and policies. The attendance Manager will ensure that:

- The attendance register is timely and accurate.
- Parents/carers are contacted to confirm the nature of absence when no explanation has been received.
- Attendance team staff liaise with form tutors, subject teachers, Heads of House, parents, and other relevant members of staff and agencies on matters of attendance.
- Daily and weekly data is provided to Heads of Year and Senior Leader responsible for attendance as required.
- The profile of attendance is raised through the use of notice boards, Academy newsletter, local media, open evenings, parents' evenings and induction evenings for new students and at all other opportunities as they arise.
- All students' attendance is recorded, tracked and monitored; Absence Procedures are implemented as appropriate.
- The attendance of bespoke groups of students – persistent absentees, those at risk of becoming persistent absentees, CLA, etc – is effectively tracked.
- Student referrals and information sharing with relevant colleagues and agencies is timely and appropriate.
- The relevant Head of Year and Senior Leader responsible for attendance are informed of any emerging patterns relating to attendance and punctuality at the earliest opportunity.
- The Senior Leader is notified daily of students who are absent and who are:
  - On the Child Protection register
  - Vulnerable
  - Looked After
  - Students for whom no reason is provided for their absence

### **h) Form Tutor**

KESH Academy expects all form tutors to support the regular attendance of their students by addressing any barriers that may prevent their good attendance and punctuality. It is the responsibility of all form tutors to:

- Formally take an accurate register during each tutorial.
- Use information from the Attendance and Pastoral Team to set realistic attendance targets for each member of the form group.
- Encourage good punctuality and set an example for students to follow.
- Share any absence letters and other relevant information with the Attendance Team.
- Act on the attendance data provided by the Attendance Team to monitor the attendance of their students and report any concerns to their Head of House.
- Support students who are returning to the Academy following an absence.

### **i) Faculty Leaders and Heads of Department**

It is expected that Faculty Leaders and Heads of Departments will actively promote the link between good attendance and attainment.

### **j) Teachers**

Are expected to promote good attendance and punctuality and actively promote the link between good attendance and attainment. They are expected to formally take the register, accurately and timely and report any concerns regarding attendance and punctuality to the Attendance Manager.

## **8. Monitoring**

The implementation of this policy will be monitored by the Senior Leader responsible for attendance, by the Principal and through termly reporting to the Student Welfare committee.

## **Appendix 1**

### **The Law relating to holidays during term time**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 clarifies that the granting of a term time holiday is subject to the “special circumstances” of the request. Requests for holidays in term time are only to be granted in “exceptional circumstances”. Applications for holidays in term time must be made in writing and addressed to the Principal. Each application will be considered on an individual basis based on the exceptional circumstances.

#### **Child Performers**

The amendments made to regulation 7 of the Education (Pupil registration) (England) Regulations on leave of absence do not affect the section that allows the parent of a child performer to seek leave of absence from the Academy for their child to take part in a performance. The amendments affect section 3 and 4 of Regulation 7, which relate to the leave of absence for the purpose of a family holiday.

Section 2 of Regulation 7 (which has not been amended) still enables a head teacher to grant leave of absence for a pupil to undertake employment during Academy hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. Where the license specifies the dates that a child is to be away from the Academy to perform, then the head teacher should authorise those days. However, where the terms of the licence do not specify dates it is at the discretion of the head teacher to authorise leave of absence. Head teachers should be sympathetic to request that are supported by a licence, as long as the Academy remains satisfied that this will not have a negative effect on a child’s education.



## Appendix 2

### Attendance Codes

- /\ Present at registration
- B Educated off-site (not dual registration)
- C Other authorised circumstances (Only exceptional circumstances warrant an authorised leave of absence)
- D Dual registered (i.e. present at another educational establishment)
- E Excluded but no alternative provision made
  
- G Family holiday (not authorised or sessions in excess of period determined by the Principal)
  
- H Family holiday authorised by the academy
- I Illness (not medical or dental)
- J Interview with perspective employers or another educational establishment
- L Late but arrived before the register closed at 9.15am
- M Medical or dental appointment
- N No reason for the absence provided yet (this should be followed up in a timely manner and not left on the students attendance record).
- O Other unauthorised (not covered by other codes or descriptions)
- P Approved sporting activity
- R Day set aside exclusively for religious observance
- T Traveller absence (for example Gypsy, Roma, circus)
- U Late and arrived after the register closed at 9.15am
- V Educational visit or trip
- W Work experience (not work based training)
- X Untimetabled sessions for non-compulsory Academy-age pupils
- Y Unable to attend due to exceptional circumstances (ie partial and forced closure)
- Z Pupil not on admissions register
- # Academy closed to all pupils

## Appendix 3

### Education Penalty Notices

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA officers, Head Teachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004 and have recently been amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

#### **a) When will Education Penalty Notices be issued?**

Examples of when an Education Penalty Notice may be issued include:

- unauthorised leave of absence including holidays in term time
- parentally condoned absence where the parent is deemed capable but unwilling to address attendance problems (e.g. a failure to engage with support measures)
- a parent continually fails to provide an explanation for a pupil's absence in accordance with the school's procedures
- the pupil has a record of unauthorised absences which appear to have been avoidable
- a pattern of poor attendance develops during a pupil's final year of compulsory education
- on completion of a satisfactory investigation following a truancy sweep
- there is persistent late arrival after the school register has closed

This is not an exhaustive list and each case will be considered individually.

## **Appendix 4**

### **Contents of Admission Register**

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

#### **a) Expected First Day of Attendance**

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year – for example pupils who are registered at a secondary school at the start of Year 7 - unless the local authority also requests for such information to be provided.

#### **b) Pupils Moving to a New Address and/or School**

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register:

- (a) the full name of the parent with whom the pupil will live,
- (b) the new address, and
- (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register:

- (a) the name of the other school, and
- (b) the date of when the pupil first attended, or is due to start attending, that school.

#### **c) Deletions from the Admission Register**

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

#### **d) Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

#### **e) Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

#### **f) Children at Risk of Missing Education**

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration)

(England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

### **g) Home Educated Children**

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school.

## **Contents of Attendance Register**

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion, they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.