



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
- School attendance – Guidance for maintained schools, academies, independent schools and local authorities August 2020

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 February 2022. Next review due Spring Term 2023, 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 first arrange to meet with the family to discuss the request. If the family are still keen to pursue elective home education 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.
- 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 Year 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 for each 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 students. 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 Year, 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: attendance codes

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

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

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

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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 pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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

Addendum to Attendance and Punctuality Policy in relation to coronavirus (COVID-19) from September 2020

This addendum applies from September 2020 and will do so whilst restrictions still remain with regard to how schools manage their students as a consequence of the coronavirus (COVID-19) outbreak. It sets out changes to our normal attendance policy in light of the Department for Education's guidance on coronavirus, 'Guidance for full opening: schools' published 2nd July 2020 and should be read in conjunction with that document.

The attendance and punctuality policy will still be in operation from September 2020 and attendance will be mandatory for all students except where statutory exemptions apply, such as:

- Pupils who are unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- Some pupils may no longer be required to shield but will remain under the care of a specialist health professional who may need to discuss their care before returning to the Academy (usually at their next planned clinical appointment).

Where children are not able to attend the Academy school as parents are following clinical and/or public health advice, absence will not be penalised. In this case KESH Academy will offer them access to remote education and monitor their engagement with this activity.

It remains the case that during this period the following rules on attendance to KESH Academy will apply, including:

- parents' duty to ensure that their child attends regularly at KESH Academy where the child is a registered with us and they are of compulsory school age;
- KESH Academy's responsibility to record attendance and follow up absence

- KESH Academy's availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

If parents of pupils with significant risk factors are concerned about returning to the Academy, we will discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in the Academy. However pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

For further information we recommend accessing the following website:

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

