



RUSHEY MEAD ACADEMY
ATTENDANCE & PUNCTUALITY POLICY

Section 1. Aims

Our Academy aims to meet its obligations with regards to attendance by:

- **Promoting good attendance and reducing absence, including persistent absence.**
- **Ensuring every student has access to full-time education to which they are entitled.**
- **Acting early to address patterns of absence.**

We will also support parents to perform their legal duty to ensure their children of compulsory Academy age attend regularly.

At Rushey Mead Academy, we know that good attendance is crucial to the future educational success of our students. Good attendance at Rushey Mead Academy is defined as 97% and above, students who fall below this level will not be able to fulfil their education potential. It is our mission to ensure that every student has access to a knowledge rich curriculum and the opportunity to engage positively with the school. It is important to us that all students are able to enjoy a feeling of belonging to their class and school community.

The Academy aims to achieve good attendance by operating an attendance policy with which staff, students and parents, the local community and the Educational Welfare Service work in partnership. Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. The Academy will rigorously monitor attendance ensuring a quick and early intervention if attendance falls to an unacceptable level.

Attendance will be promoted and celebrated by staff and the school will liaise with parents and outside agencies to support this. This policy states the Academy's focus and with it, the roles and responsibilities of key stakeholders.

Regular and punctual attendance of students at school is both a legal requirement and essential for students to maximise the opportunities available to them. Missing out on education severely affects young people's chances.

The aims of the policy are:

- To give a clear outline of our strategies to promote good attendance and punctuality.
- To explain the roles and responsibilities of all stakeholders (Tutors, Inclusion Team, Attendance Officer, EWO's, students and parents);
- To explain the procedures for monitoring attendance;
- To clarify the systems and procedures in place for dealing with poor attendance.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time-keeping for all students and this will be communicated through regular contact with parents/carers.

The Academy recognises and adheres to the Education Act 1996 for Attendance, Truancy, Excluded Students, Persistent Lateness and Unauthorised Holidays in Term Time. It also adheres to the Local Authority Code of Conduct and the latest DfE guidelines.

Section 2. Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern Academy attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [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](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Section 3. Academy Procedures

3.1 School Day Timings

Students should be on site by 8.20am. The school day will follow this pattern:

8:27 am	First bell: students make their way to registration
8:30 am	Registration and Tutor period
8:50 am	Lesson 1
9:50 am	Lesson 2
9.50 am – 10.10 am	Break 1
10.50 am – 11.10am	Break 2
11:10 am	Lesson 3
12:10 pm – 1.55 pm	Lunch: a 45 minute lunch will be taken in this period and Lesson 4
1.55 pm	Lesson 5
2:55 pm	End of school

Only authorised persons may complete registers and they must be taken at the same time twice a day.

Electronic registers are used in every class as part of the School's Information Management System (SIMs).

If for any reason the electronic register cannot be taken, then the office administration team will provide a paper register and Student Support will input it on the electronic register from the office.

AM registers will remain open until 9:30am, any child arriving after 8.50am but before 9.30am will be marked as late. Any student arriving after this time, without an acceptable reason, will be classed as unauthorised and counted as absent for the whole session.

PM registers will be taken during Lesson 4 each day.

3.2 Lateness to School

- Students are expected to arrive for school by 8.20am.
- When the first bell goes at 8.27am, students are expected to make their way to their form room, so they are present when the register is called at 8.30am.
- Any student arriving at form time after 8.30am. will receive a late mark.
- If a student arrives late to school after 8.50am they must report to the Student Support Reception where they will receive their mark and the reason for lateness will be explained. Student Support will issue them with their absence code and if clarification needed, will refer it to the Attendance Officer.
- As a result of being late to school 2 times in a week (Monday to Friday), (Code L or U) students will be issued with a 1-hour after school detention (C3). This process will be administered by the relevant AHOY.
- Failure to attend the 1-hour detention, will result in a repeat detention the following day. (Tuesday – Thursday)
- Failure to attend the 1-hour repeat detention, will result in a full day in Reflection Room (C4).
- Lateness after 9:30am will be unauthorised and persistent lateness may result in a referral to the Education Welfare Service and a Penalty Notice may be issued.
- Please note that if a parent/carer reports that there are extenuating circumstances that have prevented a student from arriving on time, then we will, of course, take this into consideration.
- If a student is habitually arriving at school just before the 9.30am. cut off for unauthorised absence, the Academy have the right to amend the cut off point for that student as a measure to help improve punctuality and attendance.

3.3 Lateness to Lessons

- Any student arriving to lesson after the register has been taken will be classed as 'late'. The register will be marked with the 'L' code.
- If the student doesn't have an explanation of their lateness to lesson, the teacher will record in the behaviour section on SIMS as 'Late to lesson without reason'.
- As a result of being late to lessons 3 times in a week the sanctions will include but are not limited to:
 - The student losing their break time or lunchtime for between one day up to a week
 - C3

- C4
- C5
- Other community duties.

The rationale behind this is students are late for different reasons and for some, a one hour after school detention may be preferable to attending a lesson. Losing their own time at break time or lunchtime would be seen as a great punishment.

3.4 Truancy

- If the student is known to have been in school, but has not attended all, or some of their lessons without reason, then they are classed as truant.
- If this is to occur, then there are a range of sanctions which can be issued. This process will be administered by the relevant AHOY.
- The sanctions will include but are not limited to:
 - The student losing their break time or lunchtime for between one day up to a week
 - C3
 - C4
 - C5
 - Other community duties.

The rationale behind this is students truant for different reasons and for some, a one hour after school detention may be preferable to attending a lesson. Losing their own time at break time or lunchtime would be seen as a great punishment.

- The sanction used would be at the discretion of the year team but all truancy must be recorded on SIMs and all sanctions also recorded in SIMs.
- Parents would be notified that their child has truanted either via the School Gateway or by the AHOY phoning them.
- Sometimes parents/carers believe that their child is at school, but the student has not actually entered the building. Should this happen then, the school would naturally believe the student to be absent and would contact the parent/carer for a reason for the absence. If we are unable to contact the parent then messages will be left to make sure that the parent is aware of the absence. At this point the truancy would come to light. In this situation we would advise the parent/carer to contact the child themselves, but if they do not get any response, then we would advise that they contact the police. For this reason it is important that parents keep the school informed of any changes of contact details.

3.5 Authorised and Unauthorised Absence:

There are two types of school absence:

- Authorised where the school approves the student's absence.
- Unauthorised where the school will not approve the student's absence.

Only the school can authorise the student's absence. Whilst this is straightforward in most cases, there may be a time when the school will refuse to authorise a student's absence without medical support.

If a child is ill, the parent/carer is to call the school before 9.30am and notify the school of the child's absence, the reason and when the child is to be expected back in school (Tel 0116 2663730) or via the School Gateway App.

Our expectation is that:

- Parents should contact the school on the first and each subsequent day of absence, unless a definite date of return is known. If parents do not contact the Academy within 24 hours of an absence, this will be marked as unauthorised.
- Where your child has been absent due to attending a medical appointment, the school must receive the evidence in order for this to be approved. The evidence can be either a letter or an appointment card. Please also note whole day absences for medical appointments will not usually be authorised. Parents/carers are expected to book routine dental, medical or opticians appointments outside school hours.
- If the student is not in school by 9.30 am. and the school has not been contacted by the parent/carer, then a message will be sent via text or App to find out why the student is not in school. Where the school is also unsure of the reason for illness, or needs clarification about this, then the parent/carer will also be contacted.
- If there has been no communication on the first day of absence, the relevant AHOY will follow up by telephone at their earliest convenience.
- If a student is absent and no contact has been successful by the Academy, it will be referred to the EWO and if then still unsuccessful, the student may be referred to Social Care in line with the Academy's Child Protection and Safeguarding Policy.
- Students' attendance is monitored and tracked against an 'Attendance Risk Register' which clearly sets out the tiers for escalating procedures for poor attenders/persistent absentees including prosecution.

3.6 Religious Observance

- Leicester City is a vibrant and diverse city that promotes respect for the faiths and values of its communities. There are many religions celebrated in our Academies and it is important that we recognise the diversity of the population.
- In Leicester City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence, where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, we will seek advice from the parents' religious body to confirm whether the day is set apart.

3.7 Rushey Mead Academy Strategy

Rushey Mead Academy operates a 'traffic light' system in relation to school attendance. See appendices (Rushey Mead Academy strategy). At each stage there will be appropriate interventions:

- 'Green' signals a good school attendance, where the student's attendance is above 97% (97% to 100%);
- 'Amber' signals a student whose attendance is causing concern. This is where a student's attendance is between 92% and 96.99%;
- 'Red' signals a student who has poor attendance and their attendance level is below 92%.

See Appendix 1

See Appendix 2

3.8 Medical Evidence

- If letters/notes come from parents/carers directly to the Form Tutor, then these should be signed and dated by the Tutor and sent to Student Support.
- If a teacher receives verbal communication, then it must be recorded on the electronic register for the appropriate days and Student Support be informed. Evidence must be provided upon the students return to school in order for the absence to be authorised.
- All information about absences and logs of the Academy's attempts to contact home is recorded electronically on SIMS and in student absence records.
- Unfortunately, there are occasions when a child can suffer from more sustained health problems. If this is the case, the school will contact the medical professionals involved with the child in order to be able to support the child in the most appropriate manner. The school will request for the parent to give permission for the medical professionals to be able to speak to the school about the best way to support the child. In these circumstances it is not appropriate for the parent to contact the school every day and a more appropriate frequency of communication will be established with the parent. This bespoke arrangement will be put in place by the Inclusion Team/Attendance Officer.
- Prior to requests for formal medical evidence being supplied, the Attendance Officer will contact the parents to explain the impact of falling attendance and try to find a solution in a time limited way.

3.9 Holidays in Term Time

- There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Head teacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.
- Notice of your intention to take your child out during term time should be made via an application form available from School. **If we do not receive formal notification, but are aware that you are on holiday, then the below remains the same.**
- The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Head teacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.
- Due to the timing of internal year examinations and the GCSE and vocational examination period falling in the months of May and June, the Academy cannot condone any absence during this period except in the most exceptional of circumstances. Students who are knowingly taken from the Academy to go on holiday during this period will be referred to Education Welfare for Penalty Notices to be issued.
Please refer the Government website for details of these notices and their present value www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance.

3.10 Communication with Parents/Carers

- Attendance to be communicated to parents/carers during Parents' Evenings.
- Parents/carers are regularly informed about attendance issues in the Principal's newsletters.
- Letters are sent about absence and lateness, stressing the legal requirements for students to attend and the financial penalties that may be served for non-attendance.
- Parents/carers of students whose attendance is a cause for concern are sent letters to inform them of the Academy's intended actions in line with the 'traffic light' banding system. See appendix 2.
- The Academy will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to the Academy.
- Rushey Mead Academy will use a range of social media to effectively communicate and update parents/carers on attendance within year groups. This will be communicated on a regular basis.
- The School Gateway App displays current attendance, updated daily.

3.11 Taking a Student Off Roll

A student's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a removal / leaver form completed.

A student of compulsory school age shall have his/her name deleted from the admissions register when:

- The student is registered at our Academy in accordance with the requirements of an Academy attendance order and another Academy is substituted by the Council for that named in the order, or the order is revoked.
- The Academy has received written notification from the parent that they are educating the student themselves. (Elective Home Education). Rushey Mead Academy reserves the right to delay the process where there are safeguarding concerns.
- The student has ceased to attend our Academy and no longer lives within a reasonable distance of the Academy and has registered with another Local Authority.
- In the case of a student granted leave of absence exceeding 10 days for the purpose of a holiday, the student has failed to attend the Academy within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the student is unable to attend by reason of sickness or any unavoidable case. Both the Academy and the Council will make reasonable enquiries to find out where the student is, to include letters, home visits, telephone calls and all other available searches of council records. Only when all lines of enquiry have been exhausted and on the advice of the EWO, will the student be taken off roll.
- The student has been continuously absent from our Academy for a period of not less than 20 school days and both the Academy and EWO have failed, after reasonable enquiry, to locate him/her. Again, reasonable enquiries will be made. In such cases we will ensure the EWO are informed and procedures concerning missing children and missing children protocol will be followed prior to taking a student off roll.
- The student had died.

- The student has been permanently excluded and the exclusion has been upheld by Academy Councillors.
- The student attends a special school and the Council gives consent for his/her name to be removed.

If we are told that a student is leaving to attend another school/Academy, staff at our Academy will establish the student's new address, the name and address of the new school/Academy and the date the student will start there. Confirmation will then be sought from the receiving school/Academy. Whenever a student leaves us a Common Transfer File (CTF) will be completed. If we are concerned about any aspect of a transfer or a student has "disappeared" the matter will be referred immediately to the Education Welfare Service who will investigate missing students as part of Leicester City Local Authority Missing Children's protocol.

Section 4. Legal Action

4.1 Penalty Notices

To be read in conjunction with the school's Exceptional Student Leave, Behaviour Management and Pastoral Support policies, and also the following documents:

Penalty Notices under Section 23 (1) Anti-Social behaviour Act 2003 and S444A & S444B Education Act 1996 for unauthorised absence.

4.2 Children Missing in Education

Where a student has not returned to our Academy for ten days after an authorised absence or is absent from the Academy without authorisation for twenty consecutive school days, the student can be removed from the admission register when the Academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the Academy does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the student's name from the register.
- We will adhere to the Children Missing in Education Statutory Guidance for LAs; www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf

4.3 Children Who Cannot Attend Academy Because of Health Needs

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory Academy age and who
- are permanently resident in the LA and
- who are not in Academy for 15 days or more, whether consecutive or cumulative due to ill health and

- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the Academy for 15 days for health reasons or as soon as it is clear that a health related absence from the Academy will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as possible. There may be circumstances in which suitable alternative education is already in place e.g. if the Academy has made arrangements for a student, or the child is receiving education at a hospital school.

4.4 Children in Public Care

Mrs Reshma Bharakhada (Lead Safeguarding Officer) is the coordinator who liaises with the LA Children Looked after Team. The Virtual School will be contacted each day whether the student is attending or is absent. Attendance will also be reported as part of the Personal Education Plan.

4.5 Elective Home Education

A parent has a right to educate their child at home and can request to home educate their child at any point. On receipt of written notification from the parent/carer, we will inform the LA and once approval has been received, the student may be taken off roll and a leaver's form will be completed.

4.6 Off Site Provision

The Inclusion Team are responsible for the setting up and maintaining of off-site provision. This includes liaising with the SIMs co-ordinator to ensure the student's registration status is correct and with the Attendance Officer so CLM can be maintained correctly. The Off-site provision log must also be kept updated. The Attendance Officer will ensure the CLM registered are correctly recorded in SIMs.

Section 5. Rewards

Celebrating success is a key aspect of school life at Rushey Mead Academy. There are many ways in which good attendance is celebrated. Below are some of them:

- In Year group and Divisional Assemblies
- Breakfasts
- Newsletters
- Plasma Screen
- Year Group Noticeboards

- Letters and postcards home to parents/Carers
- 100% school attendance in year 11 will result in 50% discount on prom ticket.

Section 6. General Data Protection Regulations

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Section 7. Roles and Responsibilities

All stakeholders play a vital role in ensuring students are attending school regularly and on time. Below are the roles and responsibilities of key stakeholders in ensuring students attend Rushey Mead Academy.

Stakeholder	Role and Responsibility
Tutors	<ul style="list-style-type: none"> ✓ To keep an accurate attendance register. ✓ To praise students for punctuality and good attendance. ✓ To liaise with the AHOY and Attendance Officer as appropriate around reasons for student absence. ✓ To mentor and support students to achieve a good level of attendance. ✓ To support school initiatives such as competitions for improving school attendance.
AHOYs/HOY	<ul style="list-style-type: none"> ✓ To ensure that all student absences are correctly logged on the attendance registers (in conjunction with the tutor and class teachers). ✓ To maintain an overview of the attendance of students in their year group. ✓ To praise and celebrate students for punctuality and good attendance in assemblies. ✓ To be a point of contact (along with the tutor) and offer appropriate support around improving the attendance. ✓ To liaise with and support the Attendance Officer in the monitoring of attendance and arranging for the parent to be informed when their child has dropped below 97% attendance (this amounts to 6 days in an academic year). ✓ To liaise with targeted support and other agencies around the attendance of their year group.

Attendance Officer	<ul style="list-style-type: none"> ✓ Regular and prompt recording of attendance. ✓ Early contact with parents when a student fails to attend school without providing a good reason. ✓ Students with attendance below 97%, whether absences are authorised or not, will be closely monitored. ✓ All students' attendance is monitored daily, and every week data from the electronic register is analysed. ✓ To implement the 'traffic light' banding system when monitoring attendance every week. ✓ Statistical evidence for the whole Academy and for individual classes is analysed every week and shared with staff monthly. ✓ The Attendance Officer and AHOs review students' attendance at their bi-weekly meetings. ✓ The Attendance Officer will meet with the EWO in accordance with the agreed meeting schedule.
Students	<ul style="list-style-type: none"> ✓ Attend school every day. ✓ Be punctual to all lessons and be appropriately prepared for the day. ✓ Inform their tutor of any problem or reason that is known in advance that may prevent them from coming to school. ✓ Follow the correct procedure of informing a member of staff if they need to leave the school grounds for any reason during the school day. Students must not leave the school site without permission.
Parents	<ul style="list-style-type: none"> ✓ Provide the Academy with up to date home and emergency contact details. ✓ Ensure their child attends school every day, as is their legal duty as parents/carers. ✓ Contact the Academy on the first and each subsequent day of absence, unless a definite date of return is known. Parents/carers should offer reasons for the absence but whether or not the absence is marked as authorised is a decision that can only be made by the Academy. ✓ Ensure their child arrives on time and well prepared for the school day. Morning registers are kept open until 9.30 am. Students arriving after 9.30am without a reasonable explanation will be marked with a 'U' code. This counts as an unauthorised absence which could lead to legal proceedings. ✓ Contact the Academy in confidence whenever any problems occur that may affect their child's attendance or performance in school.
The Governing Body	<ul style="list-style-type: none"> ✓ The Governing Board is responsible for monitoring attendance figures for the whole Academy on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

The Principal	✓ The Principal is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring Academy level absence data and reporting it to Academy Councillors. The Principal also supports other staff in monitoring the attendance of individual student's and issues fixed-penalty notices, where necessary.
---------------	--

Rushey Mead Academy Strategy

Appendix 1

The Academy is a welcoming, supportive environment for learning to take place where students feel safe and happy at school. There are clear links between regular attendance and educational outcomes for students. At Rushey Mead Academy, we expect every student to have a minimum attendance of 95% and we will promote the importance of excellent attendance to achieve this. Attendance is a responsibility shared by all stakeholders including staff, parents and students. The senior member of staff responsible for attendance, will oversee the strategy and evaluate its impact.

Green	Attendance Matters	Intervention
97%- 100%	<p>Students with good attendance records generally achieve higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life. Regular school attendance patterns encourage the development of other responsible patterns of behaviour.</p> <p>Students whose attendance at Rushey Mead Academy is within these parameters will be congratulated and receive positive encouragement to maintain their high levels of attendance. They will also be rewarded in other ways for their good punctuality and attendance to school.</p>	<p>Form Tutor</p> <ul style="list-style-type: none"> - Praise students for punctuality and good attendance - To support school initiatives such as competitions for improving school attendance. - To liaise with the AHOY and Attendance Officer as appropriate around reasons for student absence. - Mentor and support students to achieve a good level of attendance. <p>HOY/AHOYS</p> <ul style="list-style-type: none"> - To praise and celebrate students for punctuality and attendance in their year group assemblies. - To support all school initiatives on improving attendance and punctuality - To use year noticeboard to celebrate good attendance and punctuality. - Celebration texts home and attendance achievements shared on social media and school screens - Money- off prom tickets (as part of whole Rushey Reward system) - Liaise with Attendance Officer in monitoring those students in danger of dropping below this range. <p>Attendance Officer</p> <ul style="list-style-type: none"> - Send congratulations letters at the end of the year.
Amber	Attendance Matters	Intervention
92%- 96.99%	<p>Attendance at this level is a cause for concern. Reasons for absence(s) may be authorised in some cases and any unauthorised absences will be chased up by the student's AHOY, with support from the Attendance Officer.</p> <p>Early intervention is the preventative measure. If the student's attendance does not improve after the care, support and intervention provided, we are bound to inform parents that should their child's attendance fall below 90% then a decision will be made to proceed with legal action.</p>	<p>Form Tutor</p> <ul style="list-style-type: none"> - Speak to student about reasons for absence - Forward any attendance or pastoral concerns to the AHOY and Attendance Officer <p>HOY/AHOYS</p> <ul style="list-style-type: none"> - Build relationships with students and parents - Congratulate and celebrate students when attendance improves - Fortnightly monitoring meetings with Attendance Officer - Chase up any unauthorised absences with support from Attendance Officer. <p>Attendance Officer</p> <ul style="list-style-type: none"> - Build relationships with students and parents - Support AHOY if needed with chasing up unauthorised absences. - Meeting with parents and students who are at risk of becoming PA (Persistently Absent- below 90%) - Prepare an Attendance Display for parents' evening

		<ul style="list-style-type: none"> - Multi- agency involvement (if needed) - Student attendance reports - Completion of an EHA (Early Help Assessment) and or Attendance action plan.
--	--	--

Red	Attendance Matters	Intervention
Below 92%	<p>A student with this level of attendance is in a high-risk group and will be identified as persistently absent (PA). The PA list is reviewed daily and the identification of student need will take place via the Action Plan/ EHA.</p> <p>A key member of staff will be allocated to ensure the support is available.</p> <p>Prosecution will take place where circumstances allow when a student is below 90%</p>	<p>HOY/AHOY</p> <ul style="list-style-type: none"> - Personalised incentives, recognition and rewards for individuals <p>Attendance Officer</p> <ul style="list-style-type: none"> - 1-2-1 support - Chase up medical evidence if applicable - Parental meetings - If attendance improves a letter will be issued to congratulate and recognise the improvement. Attendance will continue to be monitored - If attendance does not improve, a letter will be sent of possible next step including a School Attendance Panel Meeting with the EWO. - Prosecution

Appendix 2



Attendance Matters

Attendance	Outcome	Missed Time	Missed learning
100%	0 days absent	0 lessons	All lessons are attended, therefore all possible learning can happen
99%	2 days absent	10 lessons	
98%	4 days absent	20 lessons	
97%	6 days absent	30 lessons	
96%	8 days absent	40 lessons	The equivalent of one academic year of religious Education, Art, Drama or music lessons
95%	10 days absent	50 lessons	
93%	14 days absent	70 lessons	The equivalent of one academic year of History or Geography lessons—one of the compulsory EBACC qualifications at GCSE.
90-92%	15-20 days absent	100 lessons	The equivalent of one academic year of English, Maths or science lessons.
86-89%	21-27 days absent	120 lessons	There are 120 guided learning hours in one GCSE qualification. Absence at this level is worth the equivalent of missing an entire GCSE's worth of learning.
81-85%	28-38 days absent	174 lessons	
80% and below	39+ days absent	228 lessons	The equivalent of almost two GCSE's worth of learning

A student who has attendance of 80% and below for 5 years will miss 1140 lessons throughout their secondary career. This is equivalent of 20 GCSEs learning time!

Staff Member Responsible for Policy – Joanne Stephenson

Version	Date	Author	Reason for Change
V0.1	30.10.14	JST	Review of policy
V.0.2	27.10.18	JST	Review of policy. Changes to how the policy will be monitored have been implemented. The Governing Body will no longer review the policy annually. Governors will be updated kept informed of when policies are introduced, reviewed, updated, replaced, approved or retired. Governors will be sent a policy summary update in advance of each local governance committee meeting.
V.03	4.05.20	JST	Review of policy.