

Hartlepool Aspire Trust

(Catcote Academy & Catcote Futures)

Attendance Policy



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1 Introduction

At Catcote Academy we aim for an environment, which enables and encourages all members of the academy to achieve. For our students to gain the greatest benefit from their education it is vital that they attend regularly and be on time, every day the school is open, unless the reason for the absence is unavoidable.

Any absence affects the pattern of the students learning, and regular absence will seriously affect their progress. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

2 Roles & Responsibilities

The following people have responsibilities under this policy:

- **Headteacher / CEO**

The Headteacher/CEO is responsible for ensuring the policy is adhered to, including the *admissions register*, and the attendance registers are kept in line with statutory guidelines.

- **Deputy Headteacher with responsibility for attendance**

The Deputy Headteacher responsible for attendance should oversee the checking, and analysis of attendance data, and report to the Senior Leadership Team and the Trustees.

- **Family Liaison Officer**

The Family Liaison Officer is responsible for following up absences on a daily basis, keeping registers up to date, and supporting students and families with attendance. Registers are checked and analysed, and are followed up appropriately with Hartlepool LA Attendance Officer.

- **Pastoral Teacher**

The Pastoral teacher is responsible for recording attendance on SIMs and following up with parents/carers the reasons for absence.

3 Policy

At Catcote Academy we adhere to government guidelines, and work to promote good attendance and reduce absence including persistent absence. We ensure every student has access to fulltime education. We monitor attendance daily to address any patterns of absence. We promote the importance of punctuality to school and lessons. We work with parents/carers to support them to fulfill their legal responsibilities in ensuring that their child attends regularly. We also work closely with Hartlepool LA Attendance officers to promote good attendance.

3.1 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 school 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. This policy operates in conjunction with the following policies but is not limited to:

- Children missing from Education Policy
- Child Protection Policy

3.2 School procedures

Attendance register

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

3.3 Types of absence

Every half-day absence (1 session) from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings / afternoons away from school for a valid reason for example: illness, medical/dental appointments, religious observance which may unavoidably fall in school time, emergencies or any other unavoidable cause.

Unauthorised absences are those, which the academy does not consider reasonable and for

which no “leave” has been granted. This type of absence can lead to Hartlepool Local Authority using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off school unnecessarily
- truancy during the school day
- absences which are unexplained
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- when an excluded student is found in a public place during school hours without a justifiable reason.

Persistent absenteeism is when a student’s attendance drops below 90% within an academic year. The Family Liaison Officer will collaborate with the LA Attendance Officer to put in place the necessary actions needed to improve the student’s attendance and provide support and advice.

Absence at this level can cause considerable detrimental effects to any child’s educational experience/progress. Parents/Carers full support, and co-operation is vital to improve the student’s attendance.

3.4 LA Attendance Officer

The Hartlepool LA School Attendance Officer will support the school to try and resolve any attendance issues. This officer can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court.

3.5 Holidays in term time

There is **no** automatic entitlement in law for students to be absent in school time to go on holiday. All applications for leave must be made in advance to the Headteacher/CEO who will only authorise leave of absence in exceptional circumstances. If the Headteacher/CEO grants a requested leave of absence, it will be for the Headteacher/CEO to determine the length of time that the child can be absent from the academy.

3.6 The admission and attendance registers

The law requires all schools to have an admission register and an attendance register. All students (regardless of their age) must be placed on both registers.

Contents of the Admission register

The admission register is kept on SIMS and contains the personal details of every student 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.

Expected first day of attendance

Students are entered on to the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the student will attend the academy.

Deletions from the Admission register

A Student will be lawfully deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. Every entry in the admission register and attendance register will be preserved for a period of three years after the

date on which the entry was made. Catcote Academy will inform Hartlepool LA of any student who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home schooling
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have a medical condition certified by a medical professional that the student is unlikely to be in a fit state of health to attend school
- 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.
- have been permanently excluded
- when a student has passed away
- Will cease to be of compulsory school age before the school next resumes (e.g. following the Summer break), and the relevant person has indicated that the student will not attend the school.
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Exclusions / suspensions

The academy will inform the local authority of any permanent exclusions or suspensions.

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.

Preservation of the admission register and attendance register

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

4 Review Period

This policy shall be reviewed every 2 years and revised if necessary. The document will be approved by the Standards Committee.

5 Definitions / Abbreviations

Term	Meaning
HAT	Hartlepool Aspire Trust
LA	Local Authority
SIMs	Schools management information system

6 Records

The following records are produced as a result of implementation of this Policy:

Description	Form Number	Retention Period	Storage Location
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HAT/POL/EDU/11 V2

Attendance records and analysis		3 years	File in Deputy Headteacher office & <i>Sharepoint</i>
Attendance letters		3 years	Family Liaison officer

7 References

- DfE 'School attendance; Guidance for maintained schools, academies, independent schools and local authorities.' September 2018.

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
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R	Religious observance	Pupil is taking part in a day of religious observance
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S	Study leave	Year 11 pupil is on study leave during their public examinations
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T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
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Unauthorised absence

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
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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)
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O	Unauthorised absence	School is not satisfied with reason for pupil's absence
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U	Arrival after registration	Pupil arrived at school after the register closed
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Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend (COVID - students isolating or symptomatic)
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