Attendance Policy & Attendance Management Procedures

Weston Favell Academy

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1. Rationale

Regular and punctual attendance is an essential prerequisite to effective learning. When students are not in school, they are deprived of the educational opportunities which the Academy has to offer them and they are at greater risk of subsequently becoming socially excluded and disadvantaged.

It is the legal responsibility of parents and those with 'parental responsibility' to secure education for their children of compulsory school age whether at school or 'otherwise', and, if they are at school, to send them to school regularly.

It is the Academy's responsibility to support the attendance of its students and to deal with problems which may lead to non-attendance. Weston Favell Academy recognises that attendance problems may be outside the control of the Academy but may also lie within it, having their origin in the quality of education which that student is experiencing. As such, better attendance may be achieved by identifying and remedying problems in that individual's education.

Weston Favell Academy's expectation is that all students have at least 97% attendance.

We need to ensure that in addition to increasing the levels of overall attendance we also reduce the numbers of persistent absentees. (A persistent absentee is when a student's attendance rate falls below 90%) Weston Favell Academy will seek to promote good attendance and punctuality through other policies and procedures including the Behaviour Management Procedures and the Academy's approach to rewards and recognition. This Attendance Policy and Attendance Management Procedures outline the practice and procedures in place together with the stages of intervention adopted to promote good attendance and reduce persistent absenteeism.

2. Legislation and Statutory Requirements

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Under section 7 of the Education Act 1996, parents have a legal responsible for making sure that their children of compulsory school age receive full-time education. If a child fails to attend regularly then the parent is guilty of an offence.

Schools and academies are responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students who are registered at the school.

3. Intended Outcomes

It is intended that through these procedures, awareness of the intolerance of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance will be established across the academy. **This will drive Weston Favell Academy's expectation to meet a whole school attendance of 97%**

- To improve the overall percentage attendance of students registered at Weston Favell Academy.
- To make attendance and punctuality a priority for all those associated with the Weston Favell Academy.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- To provide support, advice and guidance to parents/carers and students.
- To develop a systematic approach to gathering and analysing attendance-related data.
- To implement a system of rewards and sanctions with respect to attendance and punctuality
- To promote effective partnership with Northamptonshire School Attendance Support Services (SASS – formerly EIPT) and other agencies.
- To recognise the needs of the individual student when planning reintegration following a significant period of absence.
- To follow standard approaches as devised by Greenwood Academy Trust (GAT)

4. Unplanned Absence

- Parents must notify the school on the first day of an unplanned absence by 8.00am or as soon as practically possible. They should **call Weston Favell Academy on each morning of absence through the student absence line** unless a doctor's note has been provided stating that a defined period of absence is necessary.
- If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If Weston Favell Academy is not satisfied about the authenticity of an illness, the absence will be recorded as **unauthorised,** and parents will be notified of this.
- If Weston Favell Academy has not been notified of the reason for absence the Attendance Officer will arrange for them to be contacted by telephone and then potentially a home visit will take place.
- The reasons for absence will be recorded on SIMS Lesson Monitor so that staff can be informed of absence.
- Where there has been no contact from parent/carer giving reasons for absence the Attendance Officer will follow the school absence procedure to investigate the reason for absence. This may include seeking support from external agencies.

5. Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

Parents should make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Parents must notify the school in advance of a planned medical or dental appointment by informing the Deputy Head of Year/Head of Year with the appointment card or necessary evidence. The Pastoral Team will then inform the Academy's Attendance Team, who will record the absence.

Year 7 HoY Mr C Harrison	charrison@westonfavellacademy.org
Year 7 DHoY Ms H Coyne	hcoyne@westonfavellacademy.org
Year 8 HoY Mrs S Edwards	sedwards@westonfavellacademy.org
Year 8 DHoY Ms A Moran	amoran@westonfavellacademy.org
Year 9 HoY Miss S Kyle	skyle@westonfavellacademy.org
Year 9 DHoY Mrs M Parrett	mparrett@westonfavellacademy.org
Year 10 HoY Mrs A Ajayi	aajayi@westonfavellacademy.org
Year 10 DHoY Mr S Leighton	sleighton@westonfavellacademy.org
Year 11 HoY Miss S McDowell	smcdowell@westonfavellacademy.org
Year 11 DHoY Miss K McNee	kmcnee@westonfavellacademy.org

6. Authorised and unauthorised absence

The Principal, may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Valid reasons for authorised absence include:

- Illness and medical appointments.
- Genuine illness unless your child is classed as a Persistent Absentee.

- A medical appointment that could not be made outside of school hours.
- Being in the hospital or having hospital treatment.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Attending an interview for a job or a place at a college.
- Taking part in an off-site examination.

The Principal will **not authorise absence** for any of the following reasons:

- Term-time holidays (including visiting family abroad)
- Study leave
- Trivial illness
- Looking after the house or waiting for workmen/deliveries etc
- Looking after brothers or sisters, including dropping them off at school or nursery
- Helping with housework or a family business
- Being unhappy or not getting on with others at school
- Being up late the night before, including for family problem

This is not an extensive list.

Any unauthorised absence will be followed up as explained in Paragraph 4.

7. Application for Leave of Absence

Parents have a legal responsibility in accordance with Section 7 of the Education Act 1996 to ensure their child receives efficient full-time education by regular attendance at school. The Department for Education guidance states that holidays and other leave of absence should not be taken during term time unless there are exceptional circumstances.

Exceptional circumstances are a matter of discretion of the Principal. All cases will be judged on a case-by-case basis.

Leave of absence applications must be made in writing using the appropriate form at least twelve (12) days before the intended leave using the appropriate form. Supporting evidence should be provided at the time of the request.

8. Reporting to parents

Parents will receive a written report on their child's attendance each term as part of their report. A child's current attendance can also be viewed on the Class Charts app.

9. Lateness and Punctuality Management Procedures

It is important that students understand the impact of their punctuality, not only on their learning but as a life skill once they leave education.

- A student who arrives late but before the register has closed will be marked as late, using the appropriate code.
- A student who arrives late should report to reception to receive a late 'L' mark.
- Students who arrive late without a signed note from a parent, with a valid reason will be issued a 60-minute after school detention to be served on the same school day.
- Morning roll call closes at 9.40am. After 9:40am a student will receive a U code.

10. Attendance Registers

By law, Weston Favell Academy **is** 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 all other sessions. It will mark whether every pupil is:

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

The register for the first session will be taken during period 1 and will be kept open until 9.40am. The register for the second session will be taken at the start of period 5 and will be kept open until 14.10pm. After these times, a U code will be issued to absent students.

Amending the Attendance Register

Any amendments 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

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

A register needs to be taken for every lesson within the first 5 minutes.

If students arrive late (within the first 10 minutes) to lessons the teacher should L code the attendance register (adding number of minutes late) and apply a 'Late to Lesson' sanction on Class Charts.

11. Attendance monitoring

- The Year Team and Attendance Officer monitors pupil absence on a daily basis.
- If a student's absence shows patterns of absence which are unusual or includes unauthorised absences, we will contact the parents to discuss the reasons for this.
- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- If strategies are insufficiently successful in improving attendance, a referral will be made to the Local Authority's Education Welfare Service and may result in the issue of a formal warning notice.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, Northamptonshire average and share this with the Greenwood Academies Trust.

The Academy tracks the attendance of individual pupils to identify whether or not there are particular groups of children whose absences may be a cause for concern. We use this information to identify any children who may be in need of intervention and support. Patterns of attendance and the impact of strategies to improve attendance are monitored by the Greenwood Academies Trust.

12. Recognising Good Attendance and Punctuality

At the Weston Favell Academy, we will use a range of measures to praise and reward students who meet their attendance and punctuality targets. This will often include achievement assemblies where students will receive recognition and reward for high levels of attendance and excellent punctuality and be entered into rewards. We will also recognise students who make significant improvements to their attendance or punctuality.

Weston Favell Academy has a number of processes to support with attendance and help remove barriers. These include our own Internal Provision, Pastoral Support and access to External Agencies. Reasonable adjustments can be made to support the removal of barriers that hinder attendance. If you or your child have any concerns, please contact the Attendance Team or your child's Pastoral Team.

13. Addressing Poor or Declining Attendance

At the Weston Favell Academy, we work diligently to help students attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.

The following waves of intervention have been designed to support parents in collaboration with working together to improve school attendance from the Department for Education (DfE):

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	**EXPECT** Inclusion in termly attendance incentives Attendance recognition certificates
96%-98%	Some learning opportunities are being missed	**MONITOR** **Tutors** to notify students when attendance falls below 98% and discuss if any support is needed to improve attendance.
93-95%	Risk of underachievement	**LISTEN & UNDERSTAND/FACILITIATE SUPPORT** **Deputy Heads of Year/Heads of Year** to contact parents to discuss barriers to attendance and provide support where needed.
93-95%	Risk of underachievement	**FACILITATE SUPPORT** **If no improvement following this conversation, Letter 1** to be sent from attendance officer to parents. **If no improvement following this letter,** parents are invited to a meeting with the attendance officer to discuss barriers and support where required. **Attendance Officer** develop an Attendance Support Plan with student and parent. **Education Welfare Officer** weekly discussion with Attendance Officer
90-92%	High risk of underachievement	**FORMALISE SUPPORT** **Following support from the attendance officer, if attendance continues to fall Letter 2** to be sent to parents from the Education Welfare Officer. **If no improvement following letter 2,** parents are invited in for a formal Parent Contract meeting with the EWO. **ENFORCE** Referral to Education Welfare Service **Targeted Support meeting** with the Local Authority Education Welfare Service

Unauthorised absence thresholds for 2023-2024

	Days missed at 98%	Days missed at 95%	Days missed at 92%	Days missed at 89%
Half term 1	0.5 days	2 days	3 days	3 days
Half term 2	1.5 days	4 days	6 days	8 days
Half term 3	2 days	5 days	8 days	10 days
Half term 4	2.5 days	6 days	10 days	14 days
Half term 5	3 days	8 days	12 days	17 days
Half term 6	4 days	10 days	15 days	21 days

14. Legal Sanctions

If Weston Favell Academy refuses an application, or part of it or if the Academy has exhausted all avenues to support with attendance and parents continue to take their child out of school or remain absent beyond the time period granted, the absences will be treated as unauthorised and may lead to a request to the School Attendance Support Service (SASS) for them to consider issuing a Penalty Notice.

A Penalty Notice may also be issued when the level of unauthorised absence is 10% or more over a period of six school weeks.

A parent will be issued with no more than three Penalty Notices, relating to the same child, in any twelve-month period.

Where a child resides with two parents, a separate penalty notice will be issued to each parent.

The term "parent" used in the code of conduct is defined by Section 576 of the Education Act 1996 and Section 2 of the Children Act 1989. In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person:

(a) who is not a parent of his but who has parental responsibility for him/her, or (b) who has care of him/her

If a penalty Notice is issued, whether paid or not, it may be used in evidence in subsequent criminal proceedings in relation to non-school attendance.

14.1 Effect of a Penalty Notice being issued

The Local Authority will act in accordance with The Education (Penalty Notices) (England) Regulations 2012 to issue a Penalty Notice. Penalties are set at £60 if paid within twenty one (21) days rising to £120 if paid after twenty one (21) days but within twenty eight (28) days. If the penalty is paid, the absence covered by the Penalty Notice cannot be cited again.

Penalty Notices shall not be issued if legal proceedings under Section 444 of the Education Act 1996 are under consideration or are in progress.

There is no right of appeal against a Penalty Notice and a parent can either accept and pay the notice or decline payment.

If the Penalty Notice is not paid in full by the end of the 28 day period, the Local Authority must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Where a penalty notice is withdrawn, the recipient will be informed in writing.

If a prosecution is brought and the parent found guilty then a conviction for an offence under Section 444(1) of the Education Act, they may be liable to a fine of up to £1000.

15. Roles & Responsibilities

All stakeholders in the Academy have a role to play in promoting and securing good attendance.

15.1 The role of Parents/Carers

Only with the full support of parents/carers can high attendance be guaranteed:

- Parents or carers are legally responsible for ensuring their children attend school regularly and may risk prosecution if they fail in this duty.
- Parents/carers need to also ensure that their children arrive at school on time, with the right equipment, properly attired in school uniform and in the right emotional condition to learn and accept the Academy's Behaviour Policy.
- It is parents'/carers' responsibility to inform school of the reason for a child's absence on the first day of absence and to provide further information as is required.

15.2 The role of Senior Leadership Team

The Senior Leadership Team will promote good attendance and punctuality and will use opportunities in line management meetings and meeting with parents/carers to remind those concerned of the importance of this.

Members of the Senior Leadership Team will:

- Regularly meet with the Attendance Officer and Education Welfare Officer.
- Participate, when appropriate, in Attendance Support Meetings.
- Use attendance data to make links with attendance and academic performance.
- Take part in celebrating attendance in reward assemblies.
- Ensure that reference to attendance is included in all school documentation e.g. Academy prospectus, attendance information for parents/carers.
- Oversee the Leave of Absence procedure.
- Ensure that relevant CPD is offered to new/existing staff with respect to attendance and punctuality matters.

SLT Attendance Lead:

- Provide robust quality assurance of all attendance monitoring procedures.
- Ensure that all staff are adequately trained to fulfil their responsibilities.
- Manage the Academy admissions processes (including Fair Access).
- Ensure that the off rolling of student is robustly monitored.
- Oversee the correct management of any elective home education request.

15.3 The Role of the Education Welfare Officer:

- To lead the work of the attendance team to ensure that attendance at the Academy is at 97% for all groups.
- Use the whole school attendance tracker to undertake analysis of attendance data to identify patterns and to inform attendance improvement strategies.
- Case manage, lead and be accountable for the attendance intervention for all students with attendance of less than 89% and record all students with significant attendance concerns on CPOMS (school's safeguarding system).
- Robustly Quality Assure all daily attendance data ensuring that all marks are correctly entered.

- Provide a daily overview of attendance data.
- Be responsible for liaising closely with Northamptonshire Education Welfare Services and other agencies and to ensure that, when required, attendance orders are served in a prompt and timely fashion to parents/carers where attendance has not improved.
- Work in collaboration with the Designate Safeguarding Lead to identify and report students at risk.
- Oversee of the attendance and welfare of students placed on personalised timetables.
- Oversee the attendance of students who are on the Vulnerable Learner List.
- Send weekly tutor group attendance/whole school attendance data out to all staff.
- Undertake and manage all Child Missing in Education (CME) referrals.
- Undertake and manage all Elective Home Education (EHE) referrals.
- Oversee the administration of the Leave of Absence procedure and referrals for FPN.
- Quality Assure all Attendance Support Plan targets and ensure that actions are properly recorded, actioned and evaluated in a timely manner.
- Liaison with Heads of Year to implement attendance reward systems.
- Quality assure the distribution of punctuality and attendance letters for every half term and in line with the Academy's attendances processes.
- Carry out home visits where appropriate to encourage good attendance.
- Keep up to date with all Government guidance on Attendance and ensure Academy meets statutory requirements.

15.4 The Role of the Attendance Officer:

- To rigorously monitor pupil attendance/absences/punctuality via MIS registration system in SIMS.
- With the Education Welfare Officer and the Pastoral team, lead and promote good attendance (at least 97% strive to achieve 100%).
- Analyse attendance and punctuality data (key groups) to identify trends/patterns of absence on a weekly basis and work with the Education Welfare Officer to address concerns and improve attendance.
- Update the whole school attendance tracker and CPOMS for students causing concern.
- Quality assure the timely completion of registers by all teachers.
- Ensure timely communication about attendance particularly vulnerable pupils to ensure these young people are safe.
- Liaise with Attendance Officer at other educational establishment where students are being educated off site.
- Ensure that data is inputted daily with notification of absence put onto ClassCharts & SIMs and coded correctly in-line with statutory guidance.
- Ensure any missing marks for on registers are chased and completed before the end of each session.
- Follow up on any unexplained absence.
- Complete first day phone calls for persistent absentees and follow up any unexplained absences.
- Meet with students and parents causing attendance and punctuality concerns to address concerns and improve attendance.
- Analyse attendance data and take action where attendance is poor or declining in line with the academies waved intervention approach**.**

- Meet with the Education Welfare Officer Year weekly to discuss each individual child's attendance and record next steps on the whole school attendance tracker
- Manage the persistent absentee student lists and intervene in line with the academies waved intervention approach.
- Produce attendance letters for distribution every half term and in line with the Academy's attendances processes.
- Undertake home visits as required in line with the lone working policy ensuring that home visit forms are completed as required.

15.5 The role of Pastoral Teams
- Have the highest expectations for students' attendance and punctuality.
- Complete Attendance Support Plans for students who attendance falls below 95%.
- Ensure that the tutor team is aware of their responsibilities with respect to promoting attendance and punctuality.
- Ensure that attendance is persistently identified as a key academy improvement priority at all times.
- Meet regularly with the Attendance Team to monitor attendance and identify individual students whose attendance is of concern and to agree appropriate actions.
- Working closely with the Attendance Officer to ensure that contact is made with parents/carers of poor attenders, supporting the tutor where appropriate in dealing with parents/carers directly through the consistent use of Pastoral Support Plans.
- Monitor the attendance of individual tutor groups following up patterns of absenteeism that are not being effectively addressed.
- Have attendance as a regular item on all Tutor team meetings.
- Follow up truancy with appropriate sanctions.
- Promote good attendance throughout the year through regular attendance prizes, rewards etc.

15.6 The Role of the Form Tutor in Promoting Good Attendance and Punctuality
The form tutor is seen as the key person in promoting regular punctual attendance. The tutor is expected to:

- Provide a good example by always being punctual to registration, give a high profile to attendance and punctuality and praise students who arrive on time.
- Complete accurate registers.
- Inform tutees of their current attendance

15.7 The Subject Teacher
The subject teacher is key to promoting punctuality to lessons and that students are actively attending to their learning. They need to:

- Provide a good example by arriving on time to lessons welcoming students with a 'meet and greet' positive approach.
- Carry out a register of the class at the beginning all lessons (within the first 5 minutes) so that punctuality is promoted, and late students are recorded together with the number of minutes late.
- Provide relevant, appropriately challenging learning opportunities to engage students in learning thus promote attendance and punctuality.
- Provide relevant work for students to do if they have returned following an absence.

- Be supportive of students when they have been absent in providing them with strategies to catch up any missed work.
- Follow the Behaviour Management procedures regarding lateness to lessons.

16. Children Missing in Education

Where a pupil has not returned to school after an authorised absence or is absent from school without authorisation and the school have failed, after making reasonable enquiries, to establish the whereabouts of the child, a Child Missing in Education referral will be made to the Local Authority.

Further information:

- Department of Education Child Missing in Education guidance
- Attendance and behaviour support for parents - Schools and education (northamptonshire.gov.uk)

17. Links with other policies and procedures

This policy links to the following:

1) Weston Favell Academy Safeguarding Policy
2) Weston Favell Academy Behaviour Policy
3) Working together to improve school attendance (DfE)
4) Home Visit Policy and Procedure

Attendance Early Help Assessment of Need

To be completed by Tutors
Attendance certificates to be provided for tutors

Pupil Details	
Name	
Year/Tutor Group/ Tutor Name	
Reasons for Unauthorised Absence Identify absences (particularly unauthorised absence) on the attendance certificate Discussion with student and/or parent to determine reasons for the absence.	
Barriers Identified Discussion with student/parent to identify any barriers they may have to prevent them attending.	
Interventions/Targets discussed Attendance improvement target set Outline any interventions needed or put in place to prevent further absence.	

Please share completed documentation with the Attendance and Year Pastoral Teams.

Attendance Improvement Plan

To be completed by the Pastoral Team

Pupil Details	
Name	
Year/Tutor Group	
Home language	
Parent's names	
Student Care Team Lead	

Attendance	
Attendance data overview	

Attendance Meeting 1	Date	
Attendees		
Pupil's view		
Parents' view		
Discussion		

Agreed Aims	

Commitments	Evaluation *(to be completed in review meeting)*
The pupil agrees to:	
The parent(s) / carer(s) agree to:	
The school agrees to:	

Signed

……………………………………………………………(pupil)

……………………………………………………………(parent/carer)

……………………………………………………………(school)

Review Meeting	Date	
Attendees		
Next steps		

Please share completed documentation with the Attendance and Year Pastoral Teams.

Attendance Support Plan

To be completed by an Attendance Officer

Pupil Details	
Name	
Year/Tutor Group	
Home language	
Parent's names and contact details	
Attendance Officer	

Attendance	
Attendance data overview	

Attendance Meeting 1	Date	
Attendees		
Pupil's view		
Parents' view		
Discussion		

Agreed Aims	

Commitments	Evaluation *(to be completed in review meeting)*
The pupil agrees to:	
The parent(s) / carer(s) agree to:	
The school agrees to:	

Signed

……………………………………………………………(pupil)

……………………………………………………………(parent/carer)

……………………………………………………………(school)

Review Meeting	Date	
Attendees		
Next steps		

Please share completed documentation with the Attendance and Year Pastoral Teams.

Appendix 4: Daily Attendance Management Procedures				
Time	**DO**	**Action**	**WHO**	**Monitoring**
Period 1 8:40-9:40	Morning registers taken and am roll call checked. Late arrivals registered at Student Reception. Safeguarding check First day calls (for vulnerable students only)	• Class teachers to mark students present or absent on class registers. • Attendance Officer to direct On Call to chase any missing marks and update registers accordingly. • Attendance Officer to take incoming absence calls on the attendance line and update roll call. • Deputy Head of Years, SEND and Safeguarding to call all absent students on the user defined vulnerable and CIC lists. Any concerns to be added to CPOMS and safeguarding officers informed for further referrals to social workers. • Late arrivals sign in at Student Reception. Admin staff to enter 'late to school' on Class Charts to trigger the late detention. • Alternative Provision staff checks registers provided by all providers and update roll call.	Class Teachers Attendance Officer On Call Staff Attendance Officer and EWO Deputy Heads of Year SEND Team Safeguarding Team Attendance Officer and Attendance Admin Attendance Admin Staff	Attendance Officers checks that all registers are complete by 9am. Education Welfare Officer to check the vulnerable students list to ensure that all vulnerable students have been called and are accounted for. Attendance Officer and Admin checks inventory and updates AM roll call. Pastoral teams to monitor students arriving late on a regular basis through Class Charts analytics. EWO

Time	Activity	Details	Who	Lead
10.00am	Group call Wave 1 PA First Strike Calls	• Group call message sent to any remaining N codes. • Attendance Officers to call any remaining PA's not contacted by the different teams previously.	Attendance Admin Attendance Officer	Attendance Officer
10am – 1:45pm	Attendance Interventions	• Attendance Officers/Education Welfare Officers complete attendance intervention tasks: - Update of attendance tracker - Notify admin of attendance texts and letters to be sent - Meetings with students and parents to produce Attendance Improvement Plans - Home visits (for students with 3 days no contact) - Unauthorised holiday, CME and EHE referrals as required.	Admin Attendance Officer Education Welfare Officer	Education Welfare Officer to monitor interventions through fortnightly line management meetings with Attendance Officer
10.30 – 11.00am	Second Safeguarding Check	• Safeguarding Officers to be informed of any unexplained absences of vulnerable students deemed at risk. • Safeguarding Officers to risk assess and decide if further follow up actions (Safe & Well Check etc.) are required	Safeguarding Officers Attendance Team	Assistant Principal/Deputy Principal

1.45pm – 1.55pm	Ensure all period 5 registration marks are completed plus other lesson registers	• Attendance Officers and Attendance Admin identify incomplete registers • Direct On Call to chase any missing marks and update registers accordingly. • Log all registers that are incomplete and share with Deputy Principle.	Attendance Admin Attendance Officer On Call Staff Attendance Officer	Monitored by Attendance Officer Deputy Principle
1.55pm – 2.05pm	PM Safeguarding Check	• Vulnerable student user defined group monitored to identify any discrepancies from AM roll call.	Attendance Officer	Monitored by EWO. Any concerns raised with Safeguarding Officers
Evening	Summarise Daily Attendance	• E Mail to all SLT with breakdown of attendance for day.	EWO	Deputy Principal

Appendix 5: Roles and Responsibilities Plan

	Daily	**Weekly**	**Half-termly**
Tutors	Accurate completion of pm roll call Discussions with students with recent absence.	Discussions with students with less than 98%	Early Help Assessment of Needs with students with 2% unauthorised absence to provide support and intervention.
Deputy Head of Year	Follow up of missing marks from the previous pm register.	Completion of any Attendance Support Plans.	
Head of Year	Oversight of any absence calls being completed by Deputy Heads of Year (training and monitoring of completion)	Review and analysis of weekly data for year group, to include late marks and overall attendance. Communication of data to tutors and students. Completion of any Attendance Support Plans.	Attendance reward celebration in assembly. Other rewards as agreed with Senior Leaders in charge of attendance
Family Support Worker and CIC/AP mentor	First strike calls for all children on a Child Protection Plan, Child in Need Plan, Early Help plan and other students identified as being vulnerable. First strike calls for LAC students Check of AP attendance	Review of attendance concerns with Safeguarding Officers in weekly DDSL review meetings	
Deputy Head of Year	Welfare calls to all students on a suspension. Group call texts to all students with remaining N codes following DHOY first strikes Support with checking completion of am and pm roll call and alerting on call to untaken registers.		

Education Welfare Officer	Check all attendance for students being case managed (less than 89%) Check the attendance for all vulnerable students Quality assure attendance codes in SIMS. Provide a daily overview of attendance data. Oversee the attendance of students who are on the Vulnerable Learner List. Track, monitor and have oversight of the attendance of Alternative Provision students Identify students with 3 day no contact and arrange home visits.	Line management meetings with Attendance Officer. Line management meeting with Assistant Principle for Attendance. (fortnightly) Analysis of attendance data to inform improvement strategies and update tracker. Weekly tutor group attendance/whole school attendance data out to all staff Review of all attendance support plans in place.	Oversight of attendance concerns texts and attendance support letters. Support Heads of Year with attendance celebration. Support Attendance Officers to update PA lists. Targeted Support Meetings with the Local Authority Education Welfare Officer.
Attendance Officer	Check all attendance on SIMS Ensure that data is inputted daily with notification of absence put onto Lesson Monitor and coded correctly in-line with statutory guidance. Ensure all missing registers are completed with the support of the student care team. Check the attendance for vulnerable students and liaise with the safeguarding team where concerns arise. Chase up unexplained absence Complete first day phone calls for persistent absentees and follow up any unexplained absences. Identify students with 3 day no contact and arrange home visits.	Line management meeting with the Education Welfare Officer. Analyse attendance data on the tracker and update with concerns and strategies to improve attendance. Completion of any Attendance Improvement Plans.	Compile and distribute the PA student lists. Identify students requiring attendance concern texts and letters for all students meeting thresholds for unauthorised absence.

Appendix 4 – DFE Approved Absence Codes

Codes	Description	Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Education off site (no Dual reg)	Approval Education Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Education Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Education Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Approved Education Activity	Out for whole session
W	Work experience	Approved Education Activity	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session

Codes	Description	Meaning	Physical Meaning
Y	Enforced closure	Attendance not required	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	Out for whole session