



DUKES ALDRIDGE ACADEMY

Attendance Policy 2020/21

All staff should have access to this policy and Principals must ensure that they have opportunity to read and understand its contents. This is a Trust-wide policy which is tailored by schools. It requires Trust Board approval and to be noted by LGCs.

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I. Aims

At Aldridge Education we believe that education should be stimulating, enriching and enjoyable at all phases. We believe that strong schools and Trusts achieve this through high-quality teaching, strong and relevant curricula that retain breadth within and between future career pathways, through clear boundaries and excellent relationships.

In order to achieve this, all of our pupils and students must have high level of attendance. Aldridge Education aims to ensure that attendance of learners across all key stages, is at least in line with the national average. It is clear that for pupils and students to reach their full potential they should rarely miss a day at school. Attendance is also a safeguarding matter. Poor attendance may be an indicator that a pupil or student's welfare is at risk. Weak attendance practice can risk pupils' or students' wellbeing. All schools within the Trust must ensure that effective attendance practice is understood by all staff and is closely linked with effective safeguarding practice.

The Trust has a robust, clear strategy in place for:

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

We also support parents to perform their legal duty to ensure their children of compulsory school age attend school regularly, and promote and support punctuality in attending lessons.



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 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](#)

Covid-19 guidance, from September 2020:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools-section-3-curriculum-behaviour-and-pastoral-support>

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

The school will always work with the local authority if legal proceedings have to be evoked on a parent/carer. This will be led by Cecil Cameron with support from Michael Welton

3. School procedures

3.1 Attendance registers

By law, all schools are required to keep an attendance register, and all students must be placed on this register. Pupils and students are expected to arrive at school by 8.40am.

The attendance register for the morning will be taken at 8.45am of each school day and again at 2.10pm. 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 A 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.

3.2 Unplanned absence, or pupils and students unexpectedly absent

If a pupil or student is unexpectedly absent from school, all efforts will be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit that confirms the child's whereabouts. The Principal will not accept anything short of a definitive confirmation of the child's whereabouts.

The DfE guidance, 'Keeping Children Safe in Education' states: ***“Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or student”***. This goes beyond the legal minimum and is good practice to give the school or college additional options to contact a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

Parents and carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health. All schools within the trust will ensure that parents are informed that notification happens in the following way:-

Parent/carer has to contact school by 9.15am on the first day of absence

Parent/carer is to provide details for the reasons for their child's absence.

If the parent/carer's reason for their child's absence is due to them having a contagious illness, ie, diarrhoea, repeated vomiting, then the parent/carer will not be expected to call school on day 2. They will be told to call on day 3 if their child is still going to be absent from school, and then every day



thereafter. If a parent/carer discloses that their child has a GP or hospital letter which states the amount of days that they should be absent for, evidence of this will need to be provided by day 3, at which point parent/carers will not need to make daily contact for the duration of the absence.

The above process will be communicated to all parent/carers when their child joins the school, via the introductory information provided. These details will also be made available on the schools' websites. **(See Appendix E – Attendance reporting information for parents)**

Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness. The school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence and will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, they will make the decision as to whether the absence will be recorded as unauthorised and parents will be notified of this.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment can be counted as an authorised absence. Advance notice is required for authorising these absences, and the final decision as to whether to authorise will be the Principal's.

We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil or student should be out of school for the minimum amount of time necessary. Parent/carers are to notify the school in the following way:

- Contact the school at least 24 hours in advance of the appointment
- Provide written evidence of the medical or dental appointment, preferably in advance but if not then upon their child returning to school

Where there are siblings who also attend the school, parent/carers will not be authorised to remove those siblings from school so that they can also attend the appointment. Children also cannot be absent for parent/carer appointments.

We also encourage parents and carers to ensure that pupils and students are in school before their appointment to be marked as attending, before they leave for a medical or dental appointment. Pupils and students are expected to catch-up with any work missed through absence, and teachers will help students achieve this.



3.4 Lateness and punctuality

A pupil or student who arrives late, but before the register has closed, will be marked as late, using the appropriate code. All morning registers will close 60 mins after the start of the school day.

A pupil or student who arrives after the register has closed will be marked as absent, using the appropriate code.

Continued lateness to school can have an impact on a pupil/students ability as they are having a disrupted start to the day. All schools with the Trust will have interventions in place to help support pupils, students, and their families with punctuality. This may include:

- Breakfast Club
- Punctuality reports
- Teacher 'meet & greet' before the start of lessons
- Morning activity clubs
- Updates to parents/carers on individual and whole class/year group punctuality
- School staff on duty before the start of the school day outside key 'hot spots', ie, local shops, tram/bus stops
- Allocating key responsibilities and/or tasks to students that can only be done before the start of the school day
- Providing a free breakfast

3.5 Following up absences

School's will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

All schools within the Trust will follow up absences in the following way:

Parent/carer(s) are called on the **first day of absence** – if no contact is made with the primary contact then this should include anyone with parental responsibility and those named as Emergency Contacts – even if they do not live with the pupil or student. If no contact is made, then an absent texts and an email is sent to the first contact. Phone messages are left to inform all contacts that a home visit will be carried out on day 2 if the pupil or student has not returned to school. **Details of the call home and to any other contacts to be recorded on SIMS on the same day. If there are concerns about the pupil or student then information is also to be logged on CPOMS.**

On day 2 of absence parent/carer(s) are called including anyone with parental responsibility and those named as Emergency Contacts – even if they do not live with the pupil or student. If no contact is made then **a home visit is carried out that day for those students identified as being the most vulnerable or at risk**; where possible this should include speaking to neighbours. The priority for these visits should be for those pupils or students who have been identified by the school as requiring immediate intervention.



If the pupil or student does not live with both parents, but both are named as contacts, then where possible a home visit should also be conducted at the second parent's address if no contact is made at the primary address. If parent/carer(s) aren't spoken to then a card or letter is left at the addresses visited, informing them of the visit, asking them to contact the school and informing them that if no contact is made then another home visit will take place the following day. Information should include the name of the person to contact at school. **Details of the home visit, call home, and to any other contacts to be recorded on SIMS on the same day.**

On day 3 of absence parent/carer(s) are called including anyone with parental responsibility and those named as Emergency Contacts – even if they do not live with the pupil or student. If no contact made then **a home visit is carried out that day**; where possible this should include speaking to neighbours.

If the pupil or student does not live with both parents, but both are named as contacts, then where possible a home visit should also be conducted at the second parent's address if no contact is made at the primary address. If parent/carer(s) aren't spoken to then a card or letter is left at the addresses visited, informing them of the visit, asking them to contact the school & informing them that if no contact is made then another home visit will take place the following day. Information should include the name of the person to contact at school.

Designated Safeguarding Lead (DSL) to make ensure a referral to children's social care to report the pupil/student as a CME. Primary parent/carer(s) to be informed that a referral as now been made. **On day 3 of absence, a CPOMS incident needs to be created for the student, detailing the actions from days 1 – 3, and any updates.**

On day 4 and 5 of absence the steps followed for day 2 to be repeated and all **details to be recorded on CPOMS as an 'Action' under the initial Incident created on day 3 of absence.**

By day 6, the steps followed for day 2 to be repeated. If no contact has been made with the parent/carer, nor the Emergency Contact(s), DSL to contact children's social care for an update on the referral made on day 3 and to inform them that the pupil/student has still not returned to school. **Details to be recorded on CPOMS as an 'Action' under the initial Incident created on day 3 of absence.**

On day 7 of absence the steps followed for day 2 to be repeated. Parent/carer(s) are called including anyone with parental responsibility and those named as Emergency Contacts – even if they do not live with the pupil or student. If no contact is made then **a home visit is carried out that day**; where possible this should include speaking to neighbours.

If the pupil or student does not live with both parents, but both are named as contacts, then where possible a home visit should also be conducted at the second parent's address if no contact is made at the primary address. If parent/carer(s) aren't spoken to then a card or letter is left at the addresses visited, informing them of the visit, asking them to contact the school & informing them that if no contact is made then another home visit will take place the following day and that if no contact is made then the school will contact the local authority to report the student as a Child Missing from Education (CME); information should include the name of the person to contact at school. **Details to be recorded on CPOMS as an 'Action' under the initial Incident created on day 3 of absence.**



On day 8 of absence the steps followed for day 2 & 6 to be repeated. **Details to be recorded on CPOMS as an 'Action' under the initial Incident created on day 3 of absence.**

On day 9 of absence if there has still been no contact made by parent/carer(s) or Emergency Contacts, they are informed by phone and letter that the student is being referred to the local authority as a CME. Where a student does not live with both parents, but they are both named as contacts, the second parent is also to be contacted and informed of the actions to be taken. A home visit to be carried out to deliver the letter by hand. **Details of the call and letter to be recorded on CPOMS as an 'Action' under the initial Incident created on day 4 of absence.**

On day 10 of absence if there has still been no contact made to parent/carer(s), a referral is to be made to the local authority to report the student as a CME.

3.6 Reporting to parents and carers

Schools will report pupil and student attendance and punctuality to parents and carers at least once each academic year. This is typically included within the students' annual report.

3.7 Monitoring attendance during Covid-19

During the Covid-19 pandemic, attendance will be monitored in line with the government's guidance, which is detailed through the link in section 2.

4. Authorised and Un-authorized absence

4.1 Granting approval for term time absence

The Principal (or Executive and Lead Principal) will not grant any leave of absence to pupils or students during term time unless they consider there to be 'exceptional circumstances'.

These include the following:

- acute family trauma
- terminal illness or death of a family member
- if a family member serves in the Armed Forces – Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
- following advice from a health professional
- out of school programme such as music, arts, sport operating at a high standard of achievement



The Principal 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 will be granted entirely at the Principal's discretion. Valid reasons for authorised absence may include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent/carer belongs. If necessary, the school will seek advice from the parent/carer's religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people), and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision
- Part-time timetables agreed between the school and parent/carers¹

All requests for term-time absence will need to be made in writing by the parent/carer. (**Appendix C - Application for pupil/student leave of absence**) will then need to be completed, and signed off by the Principal.

4.2 Legal sanctions

There are two options:

1. A Penalty Notice
2. Prosecution Penalty Notice

The school can apply for a fine through the local authority for parents and carers for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to apply for a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices, however the local authority makes the decision as to whether a fine will be issued. They will make a decision by taking the following into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

These will be time specific with clear expectations of the school and parent/carer(s) roles and responsibilities to ensure that the student is safe when not in school. If there are concerns that they are at risk of harm then referrals will be made to children's social care and the arrangement will cease. All part time timetables will be reviewed every 6 weeks and only extended if it is in the best interests of the student. Pupils and students will only have attendance recorded for when they are in school.



Prosecution

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information.

5. Strategies for promoting attendance

Dukes Aldridge Academy has a clear strategy to promote attendance which includes rewards, sanctions, assemblies, and meetings with parents and carers - details of which are covered within this policy.

The table below shows the impact absence has on learning:

Attendance Percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

5.1 Rewards

The school will ensure that there are appropriate rewards in place to ensure that good and excellent attendance is acknowledged. All schools within the Trust will have reward systems in place to help support pupils, students, and their families with good, excellent and improved attendance. This may include:

- Early lunch allocations
- Reward assemblies
- School trips
- Raffle prizes
- Termly and yearly prizes
- Class or tutor group prizes
- Class or tutor group rewards, ie, weekly breakfasts, monetary reward
- Points System
- Certificates half termly, termly and yearly
- Recognition of individual and group attendance in home/school communications
- Reward afternoons
- Rewards for parents, ie, retail vouchers



6. Attendance monitoring

The school will monitor pupil and student absence on a daily basis, scrutinising patterns on a weekly basis using best practice approaches to promote attendance. However, where attendance is not yet in line with the national average then SLT and staff will scrutinise attendance each day.

All schools within the Trust will use **(Appendix F - Attendance Monitoring & Recording Protocol)** to monitor and record attendance.

Analysis of attendance data will include data for each group (e.g. gender, SEND, Disadvantaged, Others, EAL, ethnic groups), year group, sub groups within each year group (where this is statistically useful).

Particular weeks of the academic year will be analysed as well to identify sources of poor attendance (e.g. days close to periods of holidays or days of religious celebrations). The Senior Leadership Team (SLT) will implement systems to reduce the impact of regular low points of attendance during the academic year. These could include rewards, alterations to term dates and targeted use of staff training days, and will be in line with the school's protocols in place in which to follow up on absences.

Pupil or student-level absence data is regularly shared with the CEO and Inclusion Trust Lead.

Schools whose attendance is below the previous year's national average for the phase will have their attendance monitored weekly by the Inclusion Trust Lead.

The Trust has the ability to monitor academy attendance nationally through its data management systems and the CEO and Inclusion Trust Lead will regularly discuss academy attendance data through the Trust's line management structure.

7. Children at risk of missing education

All schools in the Trust will inform their local authority (LA) of any pupil or student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. As this could be a safeguarding issue, the senior leadership team (SLT) should ensure that regular follow up contact is made with the LA if the whereabouts of the student is not known or communicated to the school.

If a vulnerable student cannot be contacted on the first day of absence, a home visit should be completed on day two and three of absence; this should happen on day four and five for a non-vulnerable student. This should continue until the information has been secured. SLT should follow the guidance issued by the Department for Education:

<https://www.gov.uk/government/publications/children-missing-education>



7.1 Pupils / students at alternative provision

All Dukes Aldridge Academy pupils and students who attend an alternative provision remain the responsibility of Dukes Aldridge Academy as the referring school, and will be recorded as dual-registered. The attendance of pupils and students who have been placed in an alternative provision will be monitored daily, and school will contact the alternative provision by **10am** to ensure that the pupil/student has arrived on site. Where necessary, sanctions will be applied to parents if their child does not attend the provision.

Unauthorised absence from a provision will be followed up by the school (in line with section 3.5), in conjunction with the provision, and if the pupil or student cannot be contacted on the first day of absence, a home visit will be completed – either by the provision or the school.

If the pupil or student is known to children's social care, the DSL will be informed by the school's Attendance Manager/Officer as soon as their absence has been confirmed from the provision. The DSL will then contact the allocated social worker to inform them of the absence.

8. Removing pupils/students from the school roll

The Trust believes that a great education empowers our children and young people because it offers them genuine choice for their future decisions. We believe that it allows our students to understand the value of education and learning throughout their lives. We have zero tolerance of the practice of removing a child from a school's roll in order to appear to improve the school's performance data.

Whilst Aldridge Education recognises a parents' right to home educate their child, the Trust believes that the majority of students are better served in mainstream schooling. When a parent informs the school of their wishes for elected home-schooling arrangements, we will always strive to understand, and where possible remedy, the reasons for this decision so as to enable us to retain each pupil/student within a mainstream setting.

The Senior Leadership Team (SLT) must ensure that detailed records are kept for students who stop attending the academy and are removed from the roll/admissions register. Details must include:

- pupil / student's name
- pupil / student's date of birth
- date of entry to the school
- year group at entry to the school
- URN / UPN / ULN number
- the pupil / student's reason for leaving
- details of new school/educational establishment
- confirmation arrival date from new school / educational establishment
- date removed from roll
- date pupil / student files sent to new school / educational establishment
- date CME referral sent (if applicable)
- confirmation of whether the student is still on roll
- date local authority confirmed student could be removed from roll ²



The Principal **will seek** to meet with the pupil / student and their family, if removing them from roll is likely to take place. **If this isn't possible then this meeting should take place with the SLT Attendance Lead.** This is in order to ensure that an effective level of support has been offered to the student and family as well as ensuring that the destination of the pupil / student is known.

The Principal will ensure that pupils / students are only removed from the school's roll/admissions register if one or more of the criteria (defined by The Education (Pupil Registration) (England) Regulations 2006; paragraph 8) are met and as described in the Department for Education's guidance:

<https://www.gov.uk/government/publications/school-attendance>

The Principal will inform the Inclusion Trust Lead, and follow the local authority's procedures for removing a pupil / student from roll, which will always involve officially notifying the local authority of the reasoning and intention to do so.

On receipt of written notification to home educate, the Principal will write formally to the parent, encouraging them to reconsider this decision. If they refuse to do so, the Principal will inform the Inclusion Trust Lead, as well as the student's Local Authority that the student is to be deleted from the admission register. **(Appendix D – Procedure for removing a pupil/student from the school roll)** will be used to record and monitor off rolling.

9. Roles and responsibilities

9.1 CEO

The Chief Executive Officer will present an annual report on attendance to the Trustees, and ensure any feedback is implemented. She will also raise specific attendance concerns with the trustees, as and when they arise.

9.2 Trust Lead for Inclusion

The Trust Lead for Inclusion is responsible for monitoring attendance figures for the whole school on a regular basis, but no less than each half term. This will be weekly if attendance falls below the national average. The Trust Lead for Inclusion will monitor the implementation of this policy at each school and advise as relevant on failure to uphold it. The Inclusion Trust Lead provides support and challenge for schools around attendance.



If the local authority have not requested removal from roll, student should remain on roll until their whereabouts is located and they are known to be safe and well

Where a pupil / student moves abroad, SLT will take all reasonable steps to assure themselves that the student is moving to another school. This is to ensure that all students are safe and in full time education as necessary.

9.3 Principal

The Principal is responsible for setting a school-wide culture of high standards with attendance and ensuring that every staff member understands their role in driving and improving attendance within the school.

The Principal is responsible for ensuring this policy is implemented consistently across the school. This will be done through the monitoring of absence data and reporting it as required, and will include the analysis of this data to help determine the need for additional support for students whose poor attendance is impacting their learning.

The Principal will help to develop staff capacity in order for them to adopt effective attendance practice, including monitoring the attendance of individual students and issuing fixed-penalty notices, where necessary. The Principal will decide which member of SLT will fulfil the role of Attendance lead in the school

The Principal will ensure that attendance is prioritised, and adequate resources provided for those staff tasked with carrying out the operational function of the responsibility area

9.4 School's SLT Attendance Lead

The SLT attendance lead:

- Monitors attendance data at the school and individual student level daily
- Reports at least weekly (daily when attendance is below the national average) about attendance to the Principal and Trust Inclusion Lead (where necessary)
- Adheres to the school's procedure for following up with families where attendance drops or is not yet high enough, working with relevant school staff and external agencies
- Recognises and understands their responsibility for attendance, and that they are accountable for ensuring that agreed interventions are followed
- Is responsible for ensuring that all staff supporting on attendance have adequate support to carry out the role
- Understands that the attendance outcome for their school lies with them



9.5 Attendance Officer / Manager

The Attendance Officer / Manager is responsible for the management and dissemination of attendance data across the school, and to key members of staff who play a role in monitoring student's attendance. They are the link person between the school and the local authority. They are responsible for ensuring the accurate completion of the daily attendance registers, and following up on the non-completion of lesson registers.

They will also engage with pupils, students and their parent/carers to ensure that attendance is tracked and monitored, and where appropriate rewards and sanctions are issued.

9.6 Office / Reception staff

Administrative staff are expected to take calls from parents and carers about absence and record it on the school system. They will also challenge information received via phone calls or emails if there is any doubt in its accuracy.

Any concerns identified will be reported immediately to the Attendance Manager or SLT Lead for Attendance. If a safeguarding concern is identified then an **Incident** is to be recorded on CPOMS

9.7 Teaching / Support staff

All staff are responsible for promoting good attendance. Class Teachers/Form Tutors/Teaching Assistants and Support staff are responsible for recording attendance accurately on a daily basis, using the correct codes, and submitting this information in the timeframe expected by the school. They will also follow up with students where there are concerns about their attendance. SLT should ensure that suitable training is in place for all staff who have to take the register – this includes agency and temporary staff.

9.8 Parents / Carers

Parents/carers are responsible for ensuring that children of statutory school age receive their entitlement to full-time education. Academies will work with parents to support this responsibility. Details of parent/carers responsibilities can be found within the following government guidance:

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

School will always work with families to support them in improving their child/ren's attendance, especially if a need has been identified or disclosed.



10. Monitoring of this policy

This policy will be reviewed annually by the Trust Inclusion Lead.

11. Links with other policies

This policy is linked to the trust-wide Child Protection and Safeguarding policy.

12. Appendix A – Attendance Codes

Code	Description	Authorised/Unauthorised/AEA/ Present
/	Present AM	Present
\	Present PM	Present
B	Educated Off Site	Approved Education Activity
C	Authorised other circumstances	Authorised
E	Excluded	Authorised
I	Illness	Authorised
L	Late before register closed	Authorised
M	Medical/Dental Appointment	Authorised
O	Unauthorised absence	Unauthorised
U	Later after register closed	Unauthorised
D	Dual Registered	Authorised
V	Educational Visit	Approved Educational Activity
J	Interview	Approved Educational Activity
H	Holiday – Agreed	Authorised
F	Extended Holiday – Agreed	Authorised
G	Holiday – Not Agreed	Unauthorised
N	No reason yet provided	Unauthorised
P	Approved Sporting Activity	Approved Educational Activity
R	Religious Observance	Authorised
S	Study Leave	Authorised
T	Traveller Absence	Authorised
W	Work Experience	Authorised
X	Non – Compulsory school age absence	Authorised
X	Covid related absence	Authorised
Y	Enforced Closure	Authorised



13. Appendix B – Staged Letters to parent/carers

Letter 1:

Parent / Carer of..... Address

Date of Printing

Dear Parent / Carer of

Re: Forename Surname Reg – Attendance%

At Dukes Aldridge Academy we encourage pupils to strive for excellence. For a pupil / student to achieve their full academic potential, a high level of attendance is essential. Pupils and students should aim for a minimum of 97% attendance (or no more than 5 days of absence during an academic year).’s current level of attendance is..... which is below the school’s target.

This table shows the impact of absence on learning:

Attendance Percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

We understand that there have been occasions this year when has been absent as a result of illness but due to’s level of absence we wanted to make you aware of the amount of learning that he/she is missing. We would like to work with you to support to improve his/her attendance.

If you would like to discuss this letter further, please do not hesitate to contact me or All pupils have the opportunity to build on their attendance between now and the end of this academic year and we will discuss your son / daughter’s attendance target with them regularly. Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Dukes Aldridge Academy.

Yours sincerely



Letter 2: Date:

Parent / Carer of..... Address

Dear Parent / Carer of

As you are aware, we have been closely monitoring’s attendance to school. At Dukes Aldridge Academy we expect all pupils and students to have a minimum of% attendance in order for them to achieve their full academic potential. attendance is% which is well below the school’s target.

This table shows the impact of absence on learning:

Attendance Percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

Due to the amount of learning that has now missed we would like to meet with you to discuss this. I have reserved an appointment for you to meet with’s Head of Year/SLT Lead for Attendance / Attendance Manager to discuss the reasons for absence and how we can work together to improve his/her attendance.

The meeting is scheduled for: Date of Meeting:..... Time of Meeting:.....

Under Section 444 of the Education Act 1996, parents are responsible for ensuring their child attends school regularly. If you fail to attend this meeting and you make no contact with me to arrange an alternative appointment, and should your child’s attendance not improve to a satisfactory level, the matter will be referred to the Local Authority to consider legal proceedings against you under Section 444 of the Education Act 1996. Alternatively, the school may request that the Local Authority issues a penalty notice for £60 per parent per child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, you may be prosecuted

Due to’s level of absence, further absences may not be authorised without medical evidence. This can be in the form of an appointment card, prescription or letter from the hospital. If you are unable to attend this meeting, please contact us so that we can arrange another mutually convenient time. Thank you for working in partnership with us to ensure that achieves his/her full academic potential.

Yours sincerely



Letter 3:

Date:

Parent / Carer of..... Address RE: Forename Surname Reg. Attendance:%

I am writing to express further concerns for «forename»'s attendance to Dukes Aldridge Academy. Since our meeting, attendance has not improved and’s is continuing to miss a high level of learning which will impact on his/her academic progress. In view of this, I have scheduled an appointment on the date below with to discuss «forename»'s attendance and how we can move forward.

Date of Meeting: Time of Meeting:

Following this meeting «forename»'s attendance will be closely monitored over a two week period. If attendance does not improve during this monitoring period, legal action may be taken. Therefore, I must make you aware of your legal duties. You have a legal responsibility to ensure that «forename» attendsschool on a regular and punctual basis.

This table shows the impact of absence on learning:

Attendance Percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

Under Section 444 of the Education Act 1996, parents are responsible for ensuring their child attends school regularly. If you fail to attend this meeting and you make no contact with me to arrange an alternative appointment, and should your child’s attendance not improve to a satisfactory level, the matter will be referred to the Local Authority to consider legal proceedings against you under Section 444 of the Education Act 1996. Alternatively, the school may request that the Local Authority issues a penalty notice for £60 per parent per child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, you may be prosecuted

I would like reaffirm that we have’s best interests at heart and believe that working together offers the best chance of success. As always, if you have any questions about this, please do not hesitate to contact me.

Yours sincerely



Letter 4:

Date:

Parent / Carer of..... Address

RE: Forename Surname Reg. Attendance:%

I am writing to express further concerns for «forename»'s attendance to Dukes Aldridge Academy, which is extremely concerning. I enclose a registration certificate for your information.

Since September, «forename»'s attendance level has deteriorated, without any improvement. «forename»..... has had..... unauthorised session absences. Therefore, I must remind you that under Section 7 of the Education Act 1996, it is your duty as the parent of «forename» to ensure the receipt of efficient full time education suitable to age, ability and aptitude, either by regular attendance at school or otherwise. The school is not aware that you are making any alternative provision for «forename»'s education nor of any other lawful reason why <<forename>> is not attending regularly as required.

This table shows the impact of absence on learning:

Attendance Percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

Under Section 444 of the Education Act 1996, parents are responsible for ensuring their child attends school regularly. If you fail to attend this meeting and you make no contact with me to arrange an alternative appointment, and should your child's attendance not improve to a satisfactory level, the matter will be referred to the Local Authority to consider legal proceedings against you under Section 444 of the Education Act 1996. Alternatively, the school may request that the Local Authority issues a penalty notice for £60 per parent per child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, you may be prosecuted

I therefore now write to advise you that unless there is an immediate and sustained improvement in «forename»'s attendance to Dukes Aldridge Academy, the matter will be referred to Michael Welton who may initiate legal proceedings.

Yours sincerely



14. Appendix C: Application for pupil/student leave of absence

The Education (Pupil Registration) (England) Regulations 2006 make clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a child can be away from school if the leave is granted.

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The Principal will take into account a student's previous record of attendance when making decisions. It is important to note that the Principal can determine the length of the authorised absence as well as whether absence is authorised at all. This form should be completed to enable the Principal to decide whether to authorise the application for leave. Authorising leave from the school is at the discretion of the Principal. If the leave is taken without the authorisation of the Principal, a Penalty Notice will be issued.

DUKES ALDRIDGE ACADEMY EXPECTS EVERY PUPIL AND STUDENT TO ACHIEVE AT LEAST 95% ATTENDANCE

Full name of student: _____

Address: _____

Reason for the application: _____

Proposed dates: From: _____ To: _____

Recommendation of the SLT Attendance Lead: **Authorise the Leave** **Un-authorise the Leave**



Signature: _____ (Principal)



15. Appendix D – Procedure for removing a pupil/student from the school roll

The unlawful removal of a pupil/student from the school roll is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place. The Principal must authorise any off rolling. If the pupil is missing please complete an LA CME form. From September 2017, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the LA. Detailed DFE guidance:

<https://www.gov.uk/government/publications/children-missing-education>

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil or student is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil or student is registered at more than one school and is now is registered at an alternative school. When the pupil or student has been withdrawn from the academy by parents/carers and will be educated otherwise.
- When the pupil or student transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil or student no longer resides at a place which is at a reasonable distance from the academy. When the pupil or student has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil or student has been certified medically unfit to attend school and will remain so.
- When the pupil or student has been absent for 20 continuous days or more without explanation.
- When the pupil or student is in custody for a period exceeding four months.
- When the pupil or student has died.
- When the pupil or student ceases to be of statutory school age before the academy next meets.
- When the pupil or student has been permanently excluded.
- When a nursery pupil is not transferring to reception or a higher class.

See form and tracker below:



Request to remove a pupil or student from roll

NAME	YEAR GROUP
D.O.B:	
Address:	
Parent/Carer:	
Contact details:	

This pupil or student has been removed from the roll because:

Reason	Y/N	Details
The pupil or student has moved to another school		Incl new school/college details
There is another reason for roll-removal		Incl, date home visit completed Incl, dates of any safeguarding concerns raised with DSL
The pupil or student has been permanently excluded		Incl, date of the PEX hearing, date of the end of the appeal period (no more than 15 days after the PEX hearing)
The pupil or student's whereabouts are unknown		Incl, date home visit was completed, date CME was completed, date contact made with children's social care, date pupils details uploaded to S2S

If there have been safeguarding concerns, provide details for when referrals were made to DSL, and/or children's social care	
--	--

Member of staff requesting removal from roll:

Confirmation there are no safeguarding concerns:

Permission granted to remove the pupil from roll: Y/N

Principal's signature:.....

Date:.....

Date roll removal was notified to the local authority:.....

Removal from roll tracker template

This tracker is to be completed and reported on termly

These columns are essential please – we will be collecting termly returns on these and need to see all columns filled for every off roll

SCHOOL NAME:

ACADEMIC YEAR:

Pupil or Students removed from roll tracker

Full name	Not missing from education								Missing from education		
	DOB	Date of entry	Year group of entry	Pupil URN/ ULN/URN	Reason for off-roll	Name and address of new school	Date phoned to confirm arrival at new school	Date removed from roll and files sent to new school	Date CME sent	Still on roll? Yes/no	Date LA advised remove from roll*

***If local authority have not requested removal from roll, student should remain on roll until their whereabouts is located and they are known to be safe and well**

16. Appendix E – Attendance reporting information for parents

The following information is provided to all parents when their child joins the school. It outlines the school's expectations on attendance, absences, and punctuality, as well as providing details on the timings of the school day.

At Dukes Aldridge Academy, all of our pupils and students must have high level of attendance. It is clear that for pupils and students to reach their full potential they should rarely miss a day at school. Attendance is also a safeguarding matter and poor attendance may be an indicator that a pupil's or student's welfare is at risk.

We are also here to support parents and carers to perform their legal duty in ensuring that their children of compulsory school age attend school regularly and on time. To do this we ask that parents and carers adhere to the following protocols:-

Punctuality

Arriving to school on time is important, so as to allow all pupils and students to have a settled start to the day. Arriving late to school can often be disruptive to the pupil or student, as well as their teacher and their peers. Below are the timings of the school day:-

Timings	Schedule
7.30am	School open to parents, pupils and students
8.40am	Time all pupils and students should be on site
8.45am	Registration / Tutor time
9.05am	Lesson / Period 1
10.05am	Lesson / Period 2
11.05am	BREAK
11.25am	Lesson / Period 3
KS4 - 12.25pm KS3 - 1.10pm	Lesson / Period 4
KS3 - 12.25pm KS4-1.15pm	LUNCH
2.10pm	Lesson / Period 5
3.30pm	Lesson / Period 6
3.10pm	End of school day
3.30pm – 5pm	Extra-curricular activities



Arriving at school

8.30am – 8.40am

Lateness

Pupils and students are late to school if they arrive after 8.50am. If a pupil or student is late to school they will receive a late registration mark, and the following process will need to be followed:-

9.00am - Students to sign in at the student reception office Trulock Road entrance.

Once they have signed in they will then either be escorted to class, or asked to make their own way there.

If a pupil or student is late due to them attending an appointment, evidence of this should be provided at least 24 hours in advance of the appointment. If this is not possible, then the pupil or student should bring the appointment letter or card with them, and hand this into Mrs Cloherty Attendance Officer.

We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil or student should be out of school for the minimum amount of time necessary. Where there are siblings who also attend the school, parent/carers must ensure that their other child/ren attend school on time on the morning of the appointment.

Absence

Parents and carers must notify the school on the first day of an unplanned absence – for example, if your child is unable to attend due to ill health – and this must be done in the following way:-

- Parent/carer must contact school by 9.15am on the first day of absence, and the following phone number should be used 020 82754825/020 82754828. Or Email scl@dukesacademy.org.uk / swo@dukesacademy.org.uk
- Parent/carer is to provide details for the reasons for their child's absence.
- The member of staff taking the call will inform the parent/carer that they will need to contact the school every day by 9.15am for the duration that their child will be absent.
- Upon the pupil or student's return to school, parent / carers will provide the school with any relevant medical evidence for the absence

End of school day

The school day ends at 3.10pm and the expectation is that **students are dismissed at the year exit where a member of staff are at the gate, if a student is late home parents/carer can contact the student office up to 4.55pm.**

If a pupil or student is going to be attending an extra-curricular activity, parent / carers will be informed by the teacher running the session. Where applicable, pupils and students will be able to access the school library between the hours of 8am – 4pm



All pupils and students will not be allowed on site after **5.30pm unless it's a special event or parents' evening.**

I7 Appendix F – Attendance monitoring & recording protocols

100% - 98% - Excellent attendance

- Pupil / student is fulfilling all aspects of attendance as required by the school.
- Form / Class teacher promotes this with positive conversations.
- Recognised at year group level by ½ termly rewards assembly.

Monitoring and Actions

- Form / Class teacher receives weekly attendance document for their class by the SLT Lead for Attendance or the Attendance Manager.
- Pupil / student's achievements acknowledged through weekly Pastoral Meeting
- Pupil / student to receive certificate at rewards assembly.
- Positive record written on SIMS to acknowledge that the pupil / student is above academy target, and to record the current attendance percentage

Staff Required

- Form / Class Tutor
- SLT Lead for Attendance and/or Attendance Manager

Documentation required

- Form / Class attendance data (Tracker)
- Attendance tracker web link
- Attendance certificates prepared for rewards assembly

98% - 95% or First absence on tracker

- Pupils / student's attendance has fallen from **excellence** standard – attendance concern
- Form / Class teacher conversation takes place with pupil / student. Conversation logged on SIMS, in form file and on class attendance tracker

Monitoring and Actions

- Form / Class teacher receives weekly attendance document for their class by the SLT Lead for Attendance or the Attendance Manager.
- Pupil / student's current attendance discussed at weekly Pastoral Meeting to ensure that the Form / Class teacher encourages the student not to drop below the school attendance target



- Note placed on SIMS to show that the form / class teacher has had a conversation with the pupil / student, and to record current attendance percentage

Staff Required

- Form / Class teacher
- SLT Lead for Attendance and/or Attendance Manager
- Head of Year / Phase Leader

Documentation required

- Form / Class attendance data (Tracker)
- Attendance tracker link
-

95% - 92% or Second absence on tracker

- Pupil / student's absence could potentially affect progress in school
- SLT Lead for Attendance identifies absence. Pupil / student placed on Attendance Monitoring report to their form / class teacher for and initial two weeks
-

Monitoring and Actions

- Letter sent home to parent/carer detailing concerns about absences (Appendix B, Letter I template)
- Phone call home from Form / Class teacher stating concerns about pupil / student's current attendance and to inform parent/carer of their child being placed on attendance report
- Pupil / student meeting with Form / Class teacher – set attendance target and to place them on Attendance report
- Pupil / student monitored by form / class teacher for a two week period. Any absence during this time will result in the form / class teacher phoning home to speak to parent / carer
- Pupil / student's current attendance discussed at weekly Pastoral Meeting to monitor whether attendance has improved since being on report and to ensure that the form / class teacher is monitoring the report card
- Note placed on SIMS to show that the student / pupil has been placed on Attendance report and a record made of all communications had or sent to parent/carers whilst their child is on report
- At the end of the two week monitoring period if the student / pupil's attendance has improved then they will be removed from report. If no improvements have been made then they will remain on report for an additional two weeks. A note to be made on SIMS to record the agreed action and to confirm that it has been communicated to the pupil / student and their parent/carer

Staff Required

- Form / Class Teacher
- SLT Lead for Attendance and/or Attendance Manager
- Head of Year / Phase Leader



Documentation required

- Form / Class attendance data (Tracker)
- Attendance Tracker link
- Year group weekly attendance figures
- Appendix B - Letter 1:
- Two week Attendance Report – Add to pupil file when complete

92% - 90% or Third absence on tracker

- Pupil / students absence will affect progress in school
- Head of Year / Phase Leader reports their concerns to the SLT Lead for Attendance
- Monitor absence for a four week period

Monitoring and Actions

- Letter sent home to parent/carer detailing concerns about absences (Appendix B, Letter 2 template)
- Phone call home from Head of Year / Phase Leader stating concerns about pupil / student's current attendance and to inform parent/carer of their child being placed on attendance report
- Parent / carer meeting arranged with Head of Year & SLT Lead for Attendance and/or Attendance Manager. Student / pupil to also attend
- Pupil / student monitored by Head of Year / Phase Leader for a four week period. Any absence during this time will result in the Head of Year phoning home to speak to parent / carer
- Pupil / student's current attendance discussed at weekly Pastoral Meeting to monitor whether attendance has improved since being on report and to ensure that the Head of Year / Phase Leader is monitoring the report card
- Note placed on SIMS to show that the student / pupil has been placed on Attendance report and a record made of all communications had or sent to parent/carers whilst their child is on report
- At the end of the four week monitoring period if the student / pupil's attendance has improved then they will be removed from report. If no improvements have been made then they will remain on report for an additional two weeks. A note to be made on SIMS to record the agreed action and to confirm that it has been communicated to the pupil / student and their parent/carer

Staff Required

- Form / Class teacher
- Head of Year / Phase Leader
- SLT Lead for Attendance and/or Attendance Manager

Documentation required

- Form / Class attendance data (Tracker)
- Attendance tracker web link
- Year group weekly attendance figures
- Appendix B - Letter 1
- Evidence on SIMS of the parent/carer being invited to an attendance meeting
- Four week Attendance Report – Add to pupil file when complete



90% - 85% or Fourth absence on tracker- Major Concern

- Pupil / student's absence will severely affect progress
- Head of Year / Phase Leader identifies the concern and notifies SLT Lead for Attendance
- Monitor Pupil for six weeks

Monitoring and Actions

- Letter sent home to parent/carer detailing concerns about absences – (Appendix B, Letter 3 template)
- Phone call home from Head of Year / Phase Leader stating concerns about pupil / student's current attendance and to inform parent/carer of their child being placed on attendance report
- Parent / carer meeting arranged with SLT Lead for Attendance. Student / pupil to also attend
- Pupil / student monitored by SLT Lead for Attendance for a six week period. Any absence during this time will result in them phoning home to speak to parent / carer
- Pupil / student's current attendance discussed at weekly Pastoral Meeting to monitor whether attendance has improved since being on report and to ensure that the SLT Lead for Attendance is monitoring the report card
- Note placed on SIMS to show that the student / pupil has been placed on Attendance report and a record made of all communications had or sent to parent/carers whilst their child is on report
- At the end of the six week monitoring period if the pupil / student's attendance has improved then they will be removed from report. If no improvements have been made then they will remain on report for an additional two weeks. A note to be made on SIMS to record the agreed action and to confirm that it has been communicated to the pupil / student and their parent/carer

Staff Required

- Form / Class teacher
- Head of Year / Phase Leader
- SLT Lead for Attendance and/or Attendance Manager

Documentation required

- Form / Class attendance data (Tracker)
- Attendance tracker link
- Year group weekly attendance figures
- Appendix B - Letter 3
- Evidence on SIMS of the parent/carer being invited to an attendance meeting
- Evidence on SIMS of student / pupil being told that they need to attend the attendance meeting
- Six week Attendance Report – Add to pupil file when complete

Below 85% or Fifth absence on tracker

- Pupils absence will severely affect progress
- PN request issued to local authority EWO



Monitoring and Actions

- Letter sent home to parent/carer detailing concerns about absences – (Appendix B, Letter 4 template)
- Phone call home from Head of Year / Phase Leader stating concerns about pupil / student's current attendance and to inform parent/carer of their child being placed on attendance report
- DSL to make Early Help referral to children's social care for a CME; parent to be informed
- Parent / carer meeting arranged with SLT Lead for Attendance and the Principal. Student / pupil to also attend
- Pupil / student monitored by SLT Lead for Attendance for an eight week period. Any absence during this time will result in them phoning home to speak to parent / carer
- Weekly phone calls home by Head of Year to update parent/carer on their child's attendance
- Pupil / student's current attendance discussed at weekly Pastoral Meeting to monitor whether attendance has improved since being on report and to ensure that the SLT Lead for Attendance is monitoring the report card
- Contact made with local authority Educational Welfare Officer (EWO) to inform them of actions to date
- Attendance Manager / SLT Lead for Attendance to update the local authority EWO weekly
- Note placed on SIMS to show that the student / pupil has been placed on Attendance report and a record made of all communications had or sent to parent/carers whilst their child is on report
- At the end of the eight week monitoring period if the student / pupil's attendance has improved then they will be removed from report. If no improvements have been made then they will remain on report for an additional two weeks. A note to be made on SIMS to record the agreed action and to confirm that it has been communicated to the pupil / student and their parent/carer

Staff Required

- Form Tutor
- SLT Lead for Attendance and/or Attendance Manager
- Head of Year / Phase Leader
- Principal
- Local Authority EWO

Documentation required

- Rag Rated weekly form attendance data
- Attendance tracker link
- Year group weekly attendance figures
- Invite to Head of Year / Phase Leader Meeting
- Three week monitor document – Add to pupil file when complete

Local Authority EWO request information supplied by Attendance Manager