

WOLFRETON SCHOOL and SIXTH FORM COLLEGE

Policy Document ATTENDANCE POLICY – SCHOOL BASED PROCEDURES

Status:	Live
Policy Owner (Position)	Assistant Headteacher – Key Stage 3 (School Attendance Lead)
Date of Adoption	December 2020
Frequency of Review	Annually
Latest Review Date	December 2024
Advisory Group	LGB
Linked Documents	Child protection and safeguarding policy Behaviour policy SEND policy

This document is written in conjunction with the following Consortium Academy Trust policies, which are available on the Trust website [The Consortium Academy Trust - Policies](#):

- Attendance Policy
- Behaviour Policy

Introduction

Wolfreton School and Sixth Form College believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend school. Missing out on lessons leaves students vulnerable to falling behind and achieving less in both primary and secondary school.

Regular attendance builds a child's resilience and offers a safe and nurturing environment in which a child can learn new skills and knowledge every day, as well as learning to work with others and forging friendships which will support them through their childhood, with some friendships lasting well into adulthood.

Attendance in the latter years of a child's education can significantly impact on their opportunities when leaving school, with further education providers and prospective employers requiring references, for which the school is legally bound to provide an honest and accurate account.

AIMS

The overall aim of the attendance policy is to:

- Ensure the profile of attendance is prioritised in the school and is everyone's business
- Keep children safe and ensure their welfare needs are met in accordance with safeguarding practice.
- Provide a stable environment in which our children can learn.
- Help our school gain an understanding of the barriers our learners face

- Support parents/carers to perform their legal duty by ensuring their children who are of compulsory school age attend school regularly.
- Maximise educational opportunities for all our students, ensuring there is a consistent and fair approach with equal opportunities for all.
- Encourage good habits of school attendance.
- Educate stakeholders on the importance of attendance.

WE DO THIS BY

- Having a clear school attendance policy on the school website
- Identifying a senior attendance champion on the school leadership team.
- Applying a robust attendance process
- Accurately completing admission and attendance registers.
- Sharing attendance data with local and national authorities.
- Notifying parents/carers at the earliest opportunity where attendance is below expected national standards.
- Ensuring students are punctual and attend school on time.
- Working with parents/carers to reduce illness and medical absence.
- Working in collaboration with partner agencies, such as health visitors, school nurses, youth offending teams and children's services across all levels of the needs assessment.
- Ensuring every student has access to full-time education to which they are entitled, which includes individual education plans
- Analysis of attendance data to highlight areas of concern, particularly amongst vulnerable groups, including the identification and tracking of persistent absentee students.
- Highlighting the importance of attendance with students through achievement and rewards.
- Having robust daily procedures and following up on absence

1. LEGAL FRAMEWORK

- This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:
- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [Equality Act 2010](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [Children and Young Persons Act 1963](#)
- DfE (2024) [Working together to improve school attendance](#)
- DfE (2024) [Keeping Children Safe in Education](#)
- DfE (2024) [Children missing education](#)
- DfE (2024) [Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](#)
- DfE (2024) [Summary table of responsibilities for school attendance](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

2. RECORDING ATTENDANCE

Attendance register

All students will be placed onto the attendance register.

We will take our attendance register at the start of the first session of each school day and once during the second session in the afternoon. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, 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

The school will use the national attendance and absence codes – Please see the Trust Attendance Policy for a breakdown of codes used. We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

A learner will only be marked present if the member of staff completing the register has the learner physically present when the register is being completed. Staff will alert patrol staff via the Arbor system if a student is not present.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Unauthorised Absence

Unauthorised absence is recorded where the school is not satisfied with the reasons given for the absence. Parents/carers are expected to notify the school of their child's absence on the first day of the absence and every day thereafter.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.40am and will be kept open until 9.10am. The register for the second session will be taken at 1pm and will be kept open until 1.30pm.

3. PARENT INFORMATION

ROLE OF PARENTS/CARERS

Where this policy refers to a parent this is the person the school has decided is the most appropriate adult to work with. Generally, parents include:

- all natural parents, whether they are married or not;
- all those who have parental responsibility for a child or young person;
- those who have day to day responsibility for the child (i.e., lives with and looks after the child).

Wolfreton School and Sixth Form encourages students to strive for 100% attendance and to achieve no less than 97%. The law requires parents and carers to ensure that their children of compulsory school age who are registered at school attend regularly and on time. The government expects Wolfreton School and Sixth Form to promote good attendance, reduce absence and act early to address patterns of absence.

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school.

Medical appointments

Please make every effort to book medical and dental appointments outside of school hours.

Where this is not possible, please ensure that your child is present for morning and afternoon registration.

Missing registration(s) may be recorded as an unauthorised absence(s) unless evidence of the appointment is presented prior or on the day of the appointment. This should be provided to the attendance team in student reception.

For children with medical conditions, we work flexibly with families in managing medical absence so that children are not penalised for their attendance record. Medical evidence will be required.

Illness

If your child is absent from school due to illness – or without prior permission – we request that you contact us by telephone on 01482 659356 – Option 1, if you do not manage to speak to a member of staff, please leave a voicemail outlining reasons for your child's absence. This needs to take place no later than 8.25am on the first day of absence and every day thereafter. (See Appendix 1.)

If we do not have any communication regarding your child's absence, then a member of staff will contact you to find out why your child is not in school. (See Appendix 2.)

Without justifiable reasons, absence without prior notice and absence without satisfactory explanation or evidence is recorded as unauthorised.

Most children are fine to attend school with a cold or minor ailment. NHS guidance is clear and can be found at: [Is my child too ill for school? - NHS \(www.nhs.uk\).](https://www.nhs.uk/conditions/when-to-call-the-doctor/)

After 3 days of reported illness, the school may give unauthorised absence marks if medical evidence is not provided for further reports of illness.

With your authority staff can administer medication within school in line with policy.

Students should not make a call to parents themselves to report illness but should follow protocols if first aid support is required.

For prolonged periods or persistent absence due to illness, or when the authenticity of illness is in doubt, you will be asked to provide medical evidence such as appointment cards, consultant notes, prescription medication or a medical letter. If this cannot be provided conversations with the school must be held.

Planned absence

The headteacher will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the learner is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

An 'Exceptional Absence Request Form' can be requested from the school and should be submitted at least 10 days before the absence. The school may require evidence to support any request for leave of absence.

Providing at least one months' notice, an application should be made to the Headteacher using the correct form available from the Attendance and welfare manager. (See contact details below)

Extended absence

If a student is absent for 20 days or more, in line with Education Welfare Service protocols, the school reserves the right to remove a learner from school's student roll.

Consequences of non-attendance

Wolfreton School will monitor the attendance of their students, we will work with children and families to improve attendance. If attendance does not improve, we may refer to the Local Authority Education Welfare service.

As a school we may make referrals to the Education Welfare Service if:

- your child accumulates an unacceptable level of unauthorised absence due to being regularly late for school
- your child accumulates an unacceptable level of unauthorised absence due to being regularly absent from school without notice; where the authenticity of absence/illness is in doubt and where patterns of absence emerge
- you proceed with a term-time leave of absence that is taken without prior application to the Headteacher or the absence has only been partially/not approved.

We expect parents to work with us to help us understand your child's barriers to attendance and proactively engage with the support offered to prevent the needs for more formal support.

Fines and Legal

As a child's regular attendance at school is a legal requirement, subject to section 444 of the Education Act 1996, the school must consider if legal intervention is deemed necessary. This requires a referral to the Local Authority who has the delegated authority to arrange the issue of a summons to the parent/carer of a child who is not attending school regularly where there is evidence to support the commission of the offence.

Legal action can be taken, if it is considered that a parent or carer is not fulfilling their parental responsibility to ensure their child receives a full-time education. Failure to ensure regular attendance may result in the matter being placed before the Magistrates' Court under Section 444(1a) of the Education Act 1996. Penalties can include fines up to £2,500 for each parent, consideration of a parenting order or a period of imprisonment.

When a student has missed 10 or more sessions (5 days) in 10 weeks for unauthorised reasons the fine for school absences across the country will be £80 per parent for each child (increases to £160 if not paid within 28 days).

Home visits

Attendance is a safeguarding priority and for those children not in school we have a duty to promptly establish their location. We may complete a home visit to check on the welfare of a student, additionally, we will alert external agencies and the police if we are concerned about a student's safety and/or whereabouts. (See Appendix 2)

We may complete a home visit to offer support to the parent/family to discuss any concern regarding school.

Reporting absence

Absence Line: 01482 659356 Option1 **Email:** attendance@wolfreton.co.uk

Lateness and punctuality

Code L: Late arrival before the register has closed.

Code U: Late arrival after the register has closed. (Registers close 30 minutes from the beginning of registration.

The expectation is all **students arrive to school on time and are punctual to all lessons**. Lateness and Truancy will not be tolerated.

Lateness	Lateness to school will be monitored by the attendance and pastoral teams. It is important that we work with families to support lateness should this be a barrier. <ul style="list-style-type: none">• Persistence absence will result in a sanction• 10 U codes may result in a fine from the Local Authority
Punctuality	Students' punctuality is monitored daily, and students will receive further consequences should this become a persistent issue. <ul style="list-style-type: none">• A 15-minute same day detention will be issued for lateness to school (without a valid reason)
Truancy	Internal truancy/ lateness to lessons <ul style="list-style-type: none">• Sanctions will be given for internal truancy this could be in the form of an afterschool detention or time in the Internal Exclusion room.• Lateness to lessons is monitored weekly – students who are late to 6 lessons in one week will be placed on Punctuality Report and may be placed in the Internal Exclusion room for continued lateness.

4. MONITORING ATTENDANCE

An audit of registration is undertaken by our Trust to quality assure our attendance practice. Wolfreton School and Sixth Form expects all students, at any one time throughout the school year, to be attaining at least 97% attendance. This equates to no more than 5 days (10 sessions) absence within the school year.

Persistent Absence

A student who has 10% or more absence is classified for statistical purposes as being a 'persistent absentee'. This is measured in sessions missed from school and could be owing to either authorised or unauthorised absence. These are students which the school considers to be particularly vulnerable and, in some cases, will be subject to an Improved Attendance Plan, to ensure they are supported in attending school regularly.

Reporting to parents/carers

The school has a responsibility to keep parents/carers regularly updated with their child's attendance percentage. We will regularly inform parents/carers about their child's attendance level by sending a fortnightly message stating their child's attendance percentage. Parents may also receive letters to warn them of their children's drop in attendance and the possible consequences of continued absence.

Pastoral teams may speak to learners regarding their attendance and encourage 100% attendance.

Children Missing from Education

A child who is absent from school for 10 consecutive school days without notice from home is regarded as a 'child missing from education'. As a major safeguarding concern, the school seeks to identify the location of a student through engagement with external agencies (such as but not limited to the Education Welfare Service, Police and the Immigration Service). Before doing so, the school will have made all necessary enquiries to trace the student, through any additional contact numbers. It is important that all absences are notified to the school on each day of absence and a change to contact information is updated.

Travelling children

Where a child is to be absent from school to travel in the course of a parent's business, written confirmation is required from the parent giving details of the duration of the period of absence and the expected date of return. With this information, for short periods of absence, the academy will consider authorising the absence. Where this information is not provided and the period of absence is in excess of 20 school days, the school will remove the child from the school roll. Whilst travelling, ideally the child should be registered at another school. This will ensure that a child's learning continues. In such cases, the child will remain on the school roll as a dual registered student.

Rewarding Attendance

Wolfreton School and Sixth Form has incentives for encouraging students to attend school regularly. Prizes are given for achieving good attendance which help to encourage students to continue to attend whenever possible. It is important that all students are given the best chance by attending school regularly.

First Day Absence Procedure

Vulnerable students will be priority for absence checks.

The vulnerable students are identified by the safeguarding team and a list of students given to the Attendance and Welfare officer. These students are prioritised when checking attendance.

SUMMARY

Wolfreton School has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

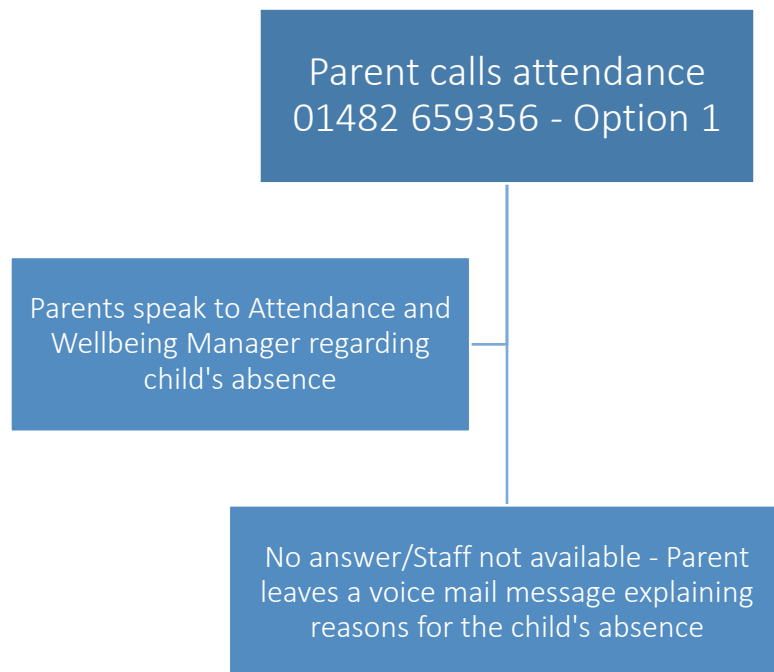
All staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible

KEY SCHOOL CONTACTS

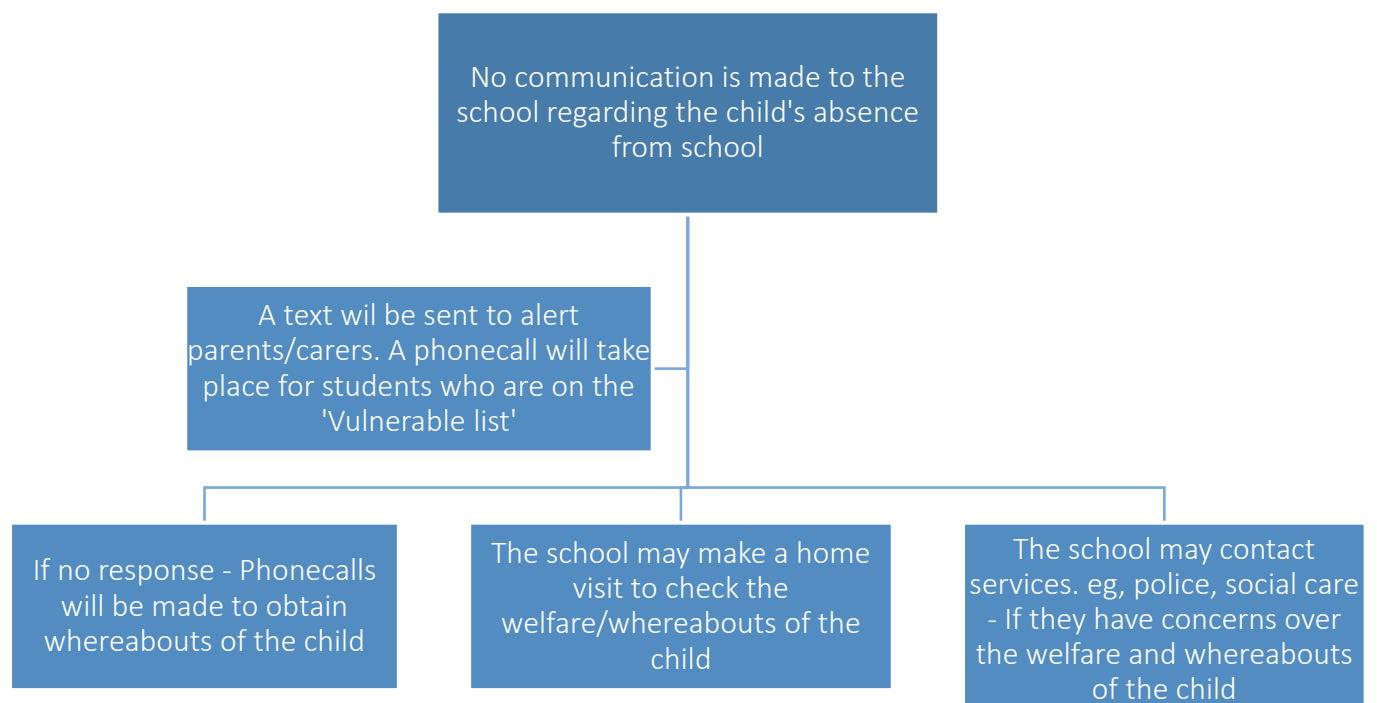
Name	Role	Email
L Hull	Deputy Headteacher	Lhull@wolfreton.co.uk
J Perry	Assistant Headteacher	Jperry@wolfreton.co.uk
M Carruthers	Assistant Headteacher Designated Safeguarding Lead	Mcaruthers@wolfreton.co.uk
R Moulding	Deputy Safeguarding Lead	Rmoulding@wolfreton.co.uk
J Anderson	Attendance and Welfare Officer	Janderson@wolfreton.co.uk
S Sullivan	Attendance admin	Ssullivan@wolfreton.co.uk

Appendix 1)

Parents/Carers must report any absence from school before 8:25am



Appendix 2)



Stage	Group	Provision/Support	Assessment, Recording and Monitoring Systems	Monitoring arrangements R-Review A-Accountable C-Consulted I – Informed
1 Universal support	96-100% or proactive parent engagement	<ul style="list-style-type: none"> Positive culture and excellent curriculum Policy and procedures, communication strategy Clear morning routines with safe and positive learning environment Record in planners Positive relationships Rewards and incentives Assemblies 	<ul style="list-style-type: none"> Regular whole school attendance monitoring using Arbor and Power Bi Attendance shared each week in form session Attendance percentage sent home every fortnight 	Attendance is everybody's business
2 Early family support	94-95% or responsive parent engagement	<ul style="list-style-type: none"> Parents/Carers are informed that student's attendance has fallen below 96% Tutor check-in Monitor patterns 	4.1 Weekly email to HOYs/SLT/SEN for attendance analysis 4.2 Attendance percentage sent home every fortnight 4.3 Arbor 4.4 Power Bi 4.5 Home visits	R – Attendance and welfare Manager A - SLT attendance Lead C – DSL, Safeguarding Team, SEN, HOYS I - Tutor team, Classroom teachers, parents
3 Facilitate additional family support	90-93% or parents seeking support or unresponsive parents	<ul style="list-style-type: none"> Parent/Carers are informed of student's attendance percentage Pastoral check in – if required Meeting with Attendance and Welfare Manager - if required Home Visits to aid support – if required 	<ul style="list-style-type: none"> CPOMS Agency Meeting Parental Meeting Home visits Weekly Attendance and Welfare Manager meeting Power Bi Arbor 	R – Attendance and Welfare Manager and SLT attendance lead A - SLT attendance lead C- DSL, Safeguarding Team, SEN I - DSL, Safeguarding Team, SEN, HOYS, Tutor team

4 Formalise family support	Below 90% or parents offered support	<ul style="list-style-type: none"> • Parents/Carers are informed that Student's attendance has fallen below 90% and that their child is now persistently absent • Pastoral check in – if required • Meeting with Attendance and Welfare Manager - if required • Home Visits to aid support – if required • Reintegration plans used if required • Support through agencies 	<ul style="list-style-type: none"> • CPOMS • Agency Meeting • Parental Meeting • Home visits • Weekly Attendance and Welfare Manager meeting • Power Bi • Arbor 	R – Attendance and Welfare manager and SLT attendance lead A – SLT attendance lead and HT C- DSL, Safeguarding Team, SEN I - DSL, Safeguarding Team, SEN, HOYS, Tutor team
5 Statutory Intervention	Below 85% or parents declining support	<ul style="list-style-type: none"> • The school may make a referral to LA educational welfare. • The school may make a referral to CAMHS, Early Help – or ask the parent to make their own referral • We may alert the police of concerns • We may alert social services of concerns • Penalty Notice may be issued • Potential bespoke Reintegration plan • Decision Summary Record may be completed (Local Authority prosecution route) 	<ul style="list-style-type: none"> • CPOMS • Agency Meeting • Parental Meeting • Home visits • Weekly Attendance and Welfare Manager meeting • Power Bi • Arbor • Discussed in fortnightly meetings with the Local Authority 	R – Attendance and Welfare manager and SLT attendance lead A – SLT attendance lead and HT C- DSL, Safeguarding Team, SEN, Local Authority I - DSL, Safeguarding Team, SEN, HOYS, Tutor team, External agencies

