



This Policy was adopted by the governing board of

## **Cathedral Academy**

# **ATTENDANCE POLICY**

Dated: September 2016

Date of Review: December 2017

**Staff responsible for leading policy development:**

**Rob Marsh, Principal**  
**Julian Harrison, Vice Principal**

# WHOLE ACADEMY ATTENDANCE POLICY

Cathedral Academy is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all students feel valued and welcome.

For a child to reach their full educational achievement a high level of academy attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

Academy attendance is subject to various education laws and this academy attendance policy is written to reflect these laws and the guidance produced by the Department for Education

Each year the academy will set attendance/absence targets.

The academy will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the academy will use to meet its attendance targets.

## **Promoting attendance**

The foundation for good attendance is a strong partnership between the academy, parents and the child.

The Home/Academy agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

We will ensure that our students are made aware of the importance of good attendance and how this will benefit them.

## **Leave of absence in term time**

Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a student's potential achievement. The academy will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence. Please contact the attendance team for more information if required.

## **Academy Procedures**

Any child who is absent from academy at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of academy]. Only the Principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department of Education.

## **Registers**

Registers will be completed in the first 5 minutes of all lessons by subject teachers, mentors and during 1:1 intervention sessions. All staff have been trained on the system used in academy.

### **Lateness**

Morning registration will take place at the start of academy at 08:40am. The registers will remain open for 30 minutes. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. academy transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 1PM.

Students arriving after the start of academy but before the end of the registration period will be coded as late before registers close.

### **First Day Absence**

After registration has closed, a first day absence list is produced and cross checked with any communication from parents. Any student still categorised as unauthorised absence will be passed to the Education Welfare Officer (EWO) to make a call or visit if required. The academy uses the 'Truancy call' system to alert parents by text message if their child is absent and communication has been made.

### Third Day Absence

Initial warning letter is sent or hand delivered by the EWO

### Continuing Absence

A final warning letter will be sent giving details of the next course of action that may be taken.

### Ten Day's Absence

Any student who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Staff for the local area. The academy will include details of the action that they have taken.

### Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the student, that may require further investigation, then the notes may need to be retained for a longer period.

### Frequent Absence

Within the academy it is the responsibility of the attendance team to be aware of and bring attention to, any emerging attendance concerns. In cases where a student begins to develop a pattern of absences, the academy will try to resolve the problem as soon as possible.

### **Persistent Absence [PA]**

All students whose attendance level falls below 90% will be subject to an action plan to support their return to full attendance. These action plans will be set up by the EWO and the attendance team

### A Welcome Back

It is important that on return from an absence all students are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to the other students.

### *Attendance Awards*

The academy will use the following system to reward students who have good or improving attendance. Students will be entered into a prize draw to win spot prizes for excellent or improving attendance. The awards will run each term.

## **Categorisation of Absence**

**Any student who is on roll but not present in the academy must be recorded within one of these categories.**

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

### **1. Unauthorised absence**

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

### **2. Authorised absence**

This is for those students who are away from academy for a reason that is deemed to be valid under the Education Act 1996.

### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the academy.

Note Students recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

If a student is receiving education off site or is attending at a academy where they are dual registered with, the academy will liaise with the other education provider to check on attendance.

## The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorized absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory academy-age students	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	Academy closed to students	Not counted in possible attendances

## **Record preservation**

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Computer registers will be preserved as electronic back-ups and will be available for each month

### *Register Security*

Registers or attendance marking sheets if used must be safely stored. All registers are stored electronically and saved under the academy security protocols for data protection.

## **Attendance Targets**

The academy will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior academy manager will be responsible for overseeing this work. The academy will make use of the attendance data available on the “RAISEONLINE” system, when setting its target. Targets will relate to national averages.

## **Action Plan**

The academy will produce an action plan to show how the academy will set about achieving its attendance targets.

Any student with attendance below 90% over the academy year is known as a persistent absentee, whatever the reason for the absences. The DfE has indicated that the level of absence that defines a child as being classed as PA may be reduced in future years.

## Appendices

### 1 The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory academy age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
  - [b] To any special needs he may have.
- either by regular attendance at the academy or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory academy age and are registered at academy is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend academy.

#### **Register and Admission Roll keeping.**

The legal requirements are found in:  
The Education [Student Registration] (England) Regulations 2006

#### **Attendance Targets**

The legal requirements are found in:  
The Education (Academy Attendance Targets)(England) Regulations 2007

#### **Guidance documents on attendance.**

The following DfE documents are used to guide attendance recording.

Absence and Attendance codes (Guidance for Academics and Local Authorities)

Keeping Student Registers (Guidance on applying the Education Student Registration Regulations)

These and other guidance documents are available on the DfE website.



<b>Signature: Principal</b>	<i>R. H. Moran</i>
<b>Signature: Chair of Governors</b>	<i>Jane Lawson</i>
<b>Date:</b>	<b>September 2016</b>