



Inspiring Primaries Academy Trust  
Inspiring pupils to achieve for their tomorrows

## Inspiring Primaries Academy Trust Policy for Attendance and Punctuality

The Board of Trustees adopted this policy on: 7<sup>th</sup> December 2017

To be reviewed: Autumn 2020 or earlier if required

Inspiring Primaries Academy Trust seeks to ensure that pupils in all its schools receive a full-time education which maximises opportunities for each pupil to realise his/her full potential. For pupils to gain the greatest benefit from their education it is vital that they attend regularly and punctually. Any absence causes disruption to learning and should be avoided if at all possible. Improving attendance at our schools is the responsibility of everyone in our community – pupils, parents, carers, local governing bodies, staff and trustees.

### **AIMS**

- To encourage and assist all pupils to achieve excellent levels of attendance of above 97%
- To make attendance and punctuality a priority for all those associated with the Trust including pupils, parents, carers, staff, governors and trustees.
- To maximise attendance across each school and the Trust and reduce persistent absenteeism (below 90%).
- Work together with parents/carers in both a supportive and challenging role to achieve high levels of attendance.

### **PUPILS**

All pupils are expected to:

- Attend school regularly and to arrive on time.
- Come to school properly equipped and prepared to learn.
- Talk to a member of staff if there is a problem causing them to miss school.

### **PARENTS/CARERS**

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They should ensure that:

- Their child attends regularly and is punctual, properly dressed, equipped and in a fit condition to learn.
- They inform the school of the reason for any absence by telephone call on each morning of absence. The school will then make the decision to either authorise or unauthorise the absence. If no reason is given the absence will be automatically unauthorised.
- They know that they will not have holidays authorised during term time.
- They make medical and dental appointments outside school time wherever possible.
- They give the school up to date information regarding diagnosed medical conditions which may affect attendance.
- They provide the school with up to date contact details.

### **THE TRUST SCHOOLS**

Each school within Inspiring Primaries Academy Trust will:

- Strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.
- Establish an effective system of incentives and rewards to recognise the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents / carers who give a low priority to attendance and punctuality.

- Recognise all young people who fall below the DofE threshold of 90% attendance as Persistent Absentees and will treat them as a vulnerable group of pupils who warrant additional support.

## **REGISTRATION**

Registration is a legal requirement and creates an orderly start to the school day. Pupils arriving after the registers are taken will receive a late mark. Any pupil arriving after registers have closed will receive a 'U' code in the register which equates to an unauthorised absence.

## **AUTHORISED / UNAUTHORISED ABSENCE**

The Academy/School's registers will be coded in accordance with the Department of Education mandatory codes – see appendix A. All absences must be explained by a parent or carer. The school will then decide whether or not to authorise the absence. Any unexplained absence will be unauthorised.

Absence may be authorised due to:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances

If a pupil's attendance becomes a cause for concern the school may ask parents / carers to provide medical evidence to substantiate their reasons before the absence can be authorised.

## **HOLIDAYS**

Inspiring Primaries Academy Trust schools feel that any absence from learning disrupts continuity of learning, undermines educational progress and should be avoided, therefore, holidays in term time will not be authorised.

## **EXCEPTIONAL LEAVE**

Inspiring Primaries Academy Trust schools recognise that there may be times when a pupil requires exceptional leave during term time for short periods of time. In these circumstances parents / carers are asked to complete the 'leave of absence form' to request the absence. These requests will be considered by the relevant school's headteacher on an individual basis.

## **OCCUPATIONAL TRAVELLER ABSENCE**

Inspiring Primaries Academy Trust schools recognise the specific work related demands upon Gypsy, Roma, Traveller (GRT) families and provides the support needed to ensure that GRT children achieve the maximum number of days in school possible. The school provides work packs for those children out of school for their parents work commitments, and also assists families to secure dual registration status and additional support from the Multi Agency Traveller Unit. Absences from school for work commitments are authorised provided the dates are confirmed and agreed with the school in advance.

## **PROCEDURES FOR FOLLOWING UP ABSENCE / LATENESS**

- If a pupil is absent and no reason has been provided by 45 minutes after the start of school, the school will contact parents / carers by telephone or text message as part of its safeguarding procedure.
- When a pupil is persistently late or absent without good reason and the school's efforts to effect change have been unsuccessful a referral may be made to our Education Welfare Officer for further action.
- Each school will inform the local authority of any child who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 days or more (pupil missing in education procedures). After 20 days of continuous absence without the school's permission the child will be removed from roll and the local authority informed accordingly through their children missing in education notification procedures to instigate safeguarding procedures. Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area that are not on a school roll or receiving education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.
- School attendance records are completed daily and stored electronically for future reference.
- Attendance data will be collected and analysed to help identify patterns, set targets and inform pastoral and curriculum practices.
- Parents / carers will be kept regularly and fully informed of all concerns regarding attendance and punctuality.
- Every effort will be made to resolve attendance problems with parents and pupils but where problems persist the Local Authority court team will be informed and requested to initiate legal proceedings.

## APPENDIX A

Department of Education mandatory codes

/\	Present at registration
B	Educated off-site (not dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (ie present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family Holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or Dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Day set aside exclusively for religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not yet on roll
#	School closed to all pupils