



Attendance Policy
The Axholme Academy
September 2022
Review Date: September 2025

Our Principles

All staff actively encourage excellent attendance and punctuality. We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent and severe absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Having strategies and support systems in place to deal with problems and failure; students need to be aware that adults will support them through any difficulties.

Regular school attendance is important. At The Axholme Academy we firmly believe that attendance and punctuality are fundamental to enable our students to take full advantage of the educational opportunities available to them and maximise their achievements. Every child has the right to be educated and the Academy, in partnership with parents/carers, has a duty to ensure maximum levels of attendance.

Attendance is regularly reviewed by the Attendance Officer, the Pastoral Support team, Head of Year and the Senior Leadership Team. If there is a cause for concern, a course of action will be taken by the Academy to support students and improve their attendance.

Legal Framework

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 [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/Working_together_to_improve_school_attendance.pdf), the [Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/Summary_table_of_responsibilities_for_school_attendance.pdf).

The Academy or Local Education Authority (LEA) can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or a penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The 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 or withdraw the notice.

Under the Education Act, parents are responsible for ensuring that children of compulsory school age receive full-time education and have a legal responsibility to ensure their child has regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly, the parent is guilty of an offence under this Act.

The Axholme Academy believes that good attendance is vital for all students if they are to gain the most from the education we provide. There are clear documented links between regular attendance and attainment.

Parents/carers should support the Academy by:

- Ensuring regular attendance of their child,
- Informing the Academy in a timely manner when their child is absent,
- Providing a valid reason for any absence,
- Engaging with the Academy and attending any meetings about their child's attendance, where necessary.

Our Procedure

Students are expected to arrive at the Academy on time, and ready to start lessons at 8:25am prompt. Late arrivals will be recorded on a student's registration certificate and will remain part of their permanent record.

- If a student is late once during a term, they will receive an R1 consequence.
- If a student is then late again during the same term, they will receive an R2 consequence - resulting in a lunchtime detention. This will repeat for each subsequent late arrival

We expect parents/carers to call and/or email the Academy to report a student absence before 9:30am using the contacts below:

- attendance@theaxholmeacademy.com
- **01724 710368 extension 1**

If we do not receive communication from parents/carers by 9:30am, an absence message will be sent to parent/carer email accounts. If this message is not followed up or the reason provided is not satisfactory, absences will be recorded as unauthorised. Unauthorised absences will remain part of a student's record.

First Day Absence (FDA) calls will be made to parents/carers each day to discuss absences where appropriate.

If a student is absent from the Academy for 5 consecutive days, medical evidence should be provided to support the period of absence. This should be handed in to the front office for the attention of the Attendance Officer or emailed to: attendance@theaxholmeacademy.com

Medical appointments should be confirmed with the appointment card or letter prior to taking place. Students arriving or leaving the Academy to attend a medical appointment should report to the front office to be signed in/out appropriately. We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, students should be out of school for the minimum amount of time necessary.

Children Missing from Education

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future.

- If a student is absent from the academy for 3 consecutive days without any communication from parent/carers, a home visit may be conducted.
- If a student is absent from the academy for 5 consecutive days with communication from parent/carers, a home visit may be conducted alongside a safeguarding and/or a Partnership Intelligence Form (PIF)

Keeping Parents/Carers Informed

The Axholme Academy recognises that parents/carers require regular updates to support with keeping track of their child's attendance.

Leave of Absence in Term Time

In September 2013 there was an amendment to the Education Regulations 2006 which prohibited the Headteacher of a school granting leave of absence for a pupil except where an application is made in advance and the Headteacher considers there are exceptional circumstances relating to the request.

If the Principal authorises a leave of absence request, it will be his decision to determine the length of time that the child can be away from school. Each request will be considered based on the information provided. Leave of absence is not an entitlement and will not be granted for the sole purpose of a family holiday

Any requests must be made at least two weeks prior to the proposed leave of absence using the Academy Application Form. Additional evidence in support of the exceptional circumstances, together with details of why the leave cannot be taken during school holidays must be included with the application.

Leave of Absence Application Forms can be obtained by contacting 01724 710368 extension 1 or by emailing attendance@theaxholmeacademy.com

Reducing Persistent Absence and Attendance Monitoring

A student is persistent absent if they miss 10% or more of all possible school sessions regardless of whether the absence is authorised or unauthorised. Students persistently absent play catch-up with learning, miss time and opportunities with peers, and miss out on clubs and extracurricular activities.

100% attendance	0 days of missed learning
99% attendance	1 day of missed learning
98% attendance	3 days of missed learning
97% attendance	1 week of missed learning
96% attendance	1.5 weeks of missed learning
94% attendance	2 weeks of missed learning
93% attendance	2.5 weeks of missed learning
92% attendance	3 weeks of missed learning
90% attendance	4 weeks of missed learning
85% attendance	4.5 weeks of missed learning
82% attendance	Half a term of missed learning
78% attendance	7 weeks of missed learning

The DfE found that overall absence negatively affects attainment at the end of Key Stage 2 and Key Stage 4 - every extra day missed is associated with a lower attainment outcome.

- Students with at least 95% attendance achieve five or more GCSEs at grades 9-4
- Only 10% of persistent absentees achieve five 9-4 GCSEs compared to 58% of regular attenders
- 21% of persistent absentees had no qualifications compared with only 3% of regular attenders

Persistent absence often clusters with other factors such as housing, health and finances. The Academy can offer support in place of an Early Help Assessment which focuses on

- Strengths, allowing you to work out what you're doing well rather than focusing on challenges
- Practical steps to reach a solution
- Conversational rather than being based on a rigid set of questions

We will always encourage parents/carers to engage with the Academy in order to identify and remove barriers to good attendance. If a student's persistent absence continues and parents/carers fail to engage with our processes we must escalate the intervention level in order to reach a solution.

The Axholme Academy will initiate a tracking procedure to help parents/carers support their child in achieving healthy and sustained attendance.

- Green: 97% attendance - attendance is a parent/carer and students own responsibility
- Amber: 90-96% attendance - attendance will be monitored
- Red: below 90% attendance - Initial Tracking Letter sent and attendance closely monitored for improvement

The Academy is directed by heightened expectations of the Education Inclusion Service (EIS) and the Local Education Authority (LEA) when attendance becomes a significant cause for concern.

Role of the Governing Body

The governors are expected to:

- Take an active role in attendance improvement, support the academy to prioritise attendance and work together with leaders to set whole academy cultures
- Ensure school leaders fulfil expectations and statutory duties
- Ensure school staff receive training on attendance
- Regularly review attendance data and help school leaders focus support on the students who need it

Role of the Principal

The Principal is responsible for:

- The implementation of this policy at the Academy
- Monitoring school level absence data and reporting it to the governors
- Supporting staff with monitoring the attendance of individual students
- Issuing fixed penalty notices, where necessary

Role of the Attendance Officer

The attendance officer:

- Monitors attendance data across the academy and at an individual student level
- Reports concerns about attendance to the Principal and Senior Leadership Team (SLT) and Head's of Year
- Works with the Education Inclusion Service to tackle persistent absence
- Arranges calls and meetings with parents/carers to discuss attendance issues
- Advises the Principal when to issue fixed penalty notices

Role of the Administration Staff

Office and administration staff are expected to take calls from parents/carers about absence and record it on the schools MIS system.

Strategies for Promoting Attendance

We believe it is important to reward students for excellent attendance. Students will;

- receive an Attendance Star (10 points) for every term that they achieve 100% attendance
- Be entered into the termly prize draw to win an electronic device
- Be eligible for the end of term reward afternoon, alongside our Ready to Learn (RTL) and Able to Learn (ATL) criteria

Links with other policies

- Child Protection and Safeguarding Policy
- Ready to Learn: Behaviour & Rewards Policy
- Able to Learn: Teaching & Learning Policy

Appendix 1: attendance codes

Code	Definition	Scenario
/	Present (AM)	Student is present at morning registration
\	Present (PM)	Student is present at afternoon registration
L	Late Arrival	Student arrives late before register has closed
B	Off-site Educational Activity	Student is at a supervised off-site educational activity approved by the school
D	Dual Registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting Activity	Student is participating in a supervised sporting activity approved by the school
V	Educational Trip or Visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work Experience	Student is on a work experience placement
Authorised Absence		
C	Authorised Leave of Absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised Holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/Dental Appointment	Student is at a medical or dental appointment
R	Religious Observance	Student is taking part in a day of religious observance

S	Study Leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma & Traveller Absence	Student from a traveller community is travelling, as agreed with the school
G	Unauthorised Holiday	Student is on a holiday that was not approved by the school
N	Reason not Provided	Student is absent for an unknown reason (this code will be amended when the reason is given, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised Absence	School is not satisfied with the reason for student absence
U	Arrival after Registration	Student arrived at school after the register is closed
X	Not Required to be in School	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to Exceptional Circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Pupil not on Admission Register	Register set up but student has not yet joined the school
#	Planned School Closure	Whole or partial school closure due to half-term/bank holiday/INSET day