



## Education

# Trust Attendance Policy

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## 1. Statement of Intent

- 1.1 We intend to work in partnership with the Local Authority and parents/carers to support pupils in attending their education within the Raleigh Education Trust. We intend to support and encourage pupils to attend their education across all academies within the Raleigh Education Trust or at one or more of our approved Alternative Providers by providing a relevant curriculum and pastoral care. We recognise that it is our responsibility to do everything possible to raise parent/carers awareness of the importance of attendance and punctuality and that it is a legal requirement to attend school regularly.

## 2. Introduction

- 2.1 Persistent absence is a serious problem for pupils. The Department of Education state that any pupil with 90% attendance or below is a persistent absentee from education. Much of the work children miss when they are off school is never made up, leaving these pupils at a considerable disadvantage for the remainder of their school career. There is also a clear link between poor attendance at school and low levels of achievement.
- 2.2 Parents of compulsory school age (5 to 16 years old) children have a legal duty to ensure their children receive suitable education, either by regular attendance at school or otherwise than at school (this includes home education). If a child is registered at school, parents have the responsibility for ensuring that their child attends regularly.

## 3. Aims and Objectives

- 3.1 To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- 3.2 To keep an accurate and up to date record of attendance.
- 3.3 To inform parents/carers of punctuality and attendance issues.
- 3.4 To identify the causes of non-attendance and act upon them.
- 3.5 To ensure all staff understand their roles in the monitoring and recording of attendance.
- 3.6 To maintain and improve the attendance across the Raleigh Education Trust and associated academies and alternative providers.
- 3.7 To monitor and evaluate the processes regularly.
- 3.8 To give clear information on expected levels of attendance across the Raleigh Education Trust and our alternative providers.

## 4. Attendance Legislation

- 4.1 *Under section 7 of the Education Act 1996, parents are responsible for ensuring any child of compulsory school age receives full-time education that is suitable to the child's age, ability and aptitude and also to*

*any special educational needs the child may have. This can be by regular attendance at school or education otherwise.*

- 4.2 *If a child who is of compulsory school age (5-16 years old) who is registered at a school fails to attend regularly then the parent is guilty of an offence under section 444 (1) of the Education Act 1996 and may be prosecuted.*
- 4.3 *These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:*
  - a) Part 6 of [The Education Act 1996](#)
  - b) Part 3 of [The Education Act 2002](#)
  - c) Part 7 of [The Education and Inspections Act 2006](#)
  - d) [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
  - e) [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

## 5. Reporting pupil absence

- 5.1 Pupil absence must be reported by 9:30 am on each day of absence to your child's school. This can be done via telephone and select the attendance line when prompted. Parents/carers whose child attends an alternative provision must contact the provision to inform them of any absences. Due to the difference in start times for some providers, parents must familiarise themselves with the attendance procedures for each provision. Reporting absences can be done either by telephone or email. Failure to report absence will result in the Trust Attendance Team or a member of staff at the alternative provider your child attends, following up with telephone calls, text and home visits.
- 5.2 If there has been no contact made in regards to the absence, a member of the Trust Attendance Team will conduct a Safe and Well visit. This will be triggered on day 3 of absence.

## 6. Sickness

- 6.1 If your child has sickness and/or diarrhoea we would advise that they remain off school for 48 hours. If your child has had no further bouts of sickness/diarrhoea during the 48 hours and you feel that your child is well enough to return please send them back to school. If at any time your child becomes ill we will monitor them and contact parents to gain permission to send them home if necessary. If we cannot make contact with parents the pupil will be monitored by staff, until such time contact and permission is obtained.

## 7. First-day Contact

- 7.1 Raleigh Education Trust operates a "first-day contact" system. This means that if your child is absent and we have not been informed, a text/telephone call will be made to ascertain the reason for absence on the first day and the subsequent days' absence.
- 7.2 If we have attempted to make contact but received no reply and absence continues, further action will be taken by either the Attendance Team or the Attendance Officer at your child's provision.

7.3 This will include:

- a) Home visits
- b) Contacting any agencies involved
- c) Following the 10 Day Rule.

## 8. The 10-day Rule

8.1 If a pupil is absent for 10 days and there has been no contact made with parent/ carer and home visits have been unsuccessful a referral to Child Missing in Education will be made and further welfare services may become involved.

## 9. Attendance Registration

9.1 Attendance at our academies is recorded using Arbor- MIS system, using the approved DfE attendance codes. Each academy/alternative provider is responsible for completing registrations each day, in line with statutory guidance. The Trust Attendance & Welfare Administrator will monitor all registration sessions, as well as update with any known pupil absence and make contact with parent/carers for any unknown absence. The Trust Attendance & Welfare Administrator will make daily contact with all alternative providers to check on absence and any other issues that may have been raised in regards to attendance.

## 10. Raleigh Education Trust Attendance & Welfare Team

10.1 Our attendance team consists of 6 members of staff, if you require any information or support please contact the following members of staff on the contact details listed:

- a) Mrs Sarah Astle – Trust Attendance and Welfare Lead [sarah.astle@raleightrust.org](mailto:sarah.astle@raleightrust.org)
- b) Mr Tim Astle – Trust Attendance and Welfare Deputy Lead [tim.astle@raleightrust.org](mailto:tim.astle@raleightrust.org)
- c) Mrs Dawn Mansbridge – Trust Attendance and Welfare Officer  
[dawn.mansbridge@raleightrust.org](mailto:dawn.mansbridge@raleightrust.org)
- d) Miss Keeley Williamson– Trust Attendance and Welfare Officer  
[keeley.williamson@raleightrust.org](mailto:keeley.williamson@raleightrust.org)
- e) Mrs Selina Martinsons – Trust Attendance Administrator [selina.martinson@raleightrust.org](mailto:selina.martinson@raleightrust.org)
- f) Ms Nicola Cheetham - Trust Attendance Administrator [nicola.cheetham@raleightrust.org](mailto:nicola.cheetham@raleightrust.org)

## 11. Persistent Absence

- 11.1 All pupils are expected to achieve 95% attendance in line with the government's national expectation.
- 11.2 If a pupil's attendance falls to 90% or below they are at risk of becoming a potential persistent absentee. In cases of persistent absence the following procedure will be followed:
- a) Letter sent to inform parent/carer of the concern, and stating improvement must be made.
  - b) If no improvement in attendance is made a meeting with the parent/carer will be arranged to address any concerns or reasons for poor attendance.
  - c) Targets are set for the pupil to achieve within an agreed timeline.
  - d) If there has been no significant improvement within an agreed time period and all offers of support and intervention fail, a referral to Education Welfare will be made.
- 11.3 All referrals to Education Welfare will be made by the Trust Attendance Team. All letters and correspondence from alternative providers in regards to attendance at the named provisions will be used as evidence to support the referral.

## 12. Home Visits

- 12.1 Home visits will be conducted for a number of reasons:
- a) Unable to make contact with parent/carers
  - b) Safe and well checks – any pupil that we have not managed to see or who has not attended the academy or provision for 3 days, will receive a home visit to establish contact and to confirm a visual sighting of the child. If this is unsuccessful the process will be repeated until a visual sighting. If a pupil has not been seen for 10 days we will follow the procedure for Children Missing in Education. We work collaboratively with providers and they also conduct home visits to establish contact.
  - c) Check addresses and contact details.

## 13. Leave of Absence

- 13.1 If you require a leave of absence you must do so in writing either by letter, email or by completing a leave of absence request form. These can be requested from the main reception of each academy and addressed to the attention of the Academy Principal. The Principal will make the overall decision as to whether or not to authorise any Leave of Absence requests during term time. All holidays must be taken during the school's allocated holidays.
- 13.2 Leave will only be granted in exceptional circumstances at the Principals discretion and will be decided on an individual basis.

## 14. Vulnerable pupils

- 14.1 Social workers, as well as parents/carers, will be contacted in the event of an absence. This primarily applies to children on an active Child Protection Plan or Child In Need plan and will be triggered on the first day of absence. Any failure to make contact will also result in a home visit.

## 15. Request for Service

- 15.1 We will request intervention from Education Welfare Service for pupils whose unauthorised absence is above 10%. The Trust Attendance and Welfare Lead will identify those pupils who need Education Welfare involvement. A referral will then be made and we will gather the evidence and this will be sent to the Education Welfare Service.
- 15.2 Prior to the Trust Attendance and Welfare Lead requesting legal action, parents/carers will receive at least one warning letter and will also be invited in for an attendance meeting to discuss the concerns we have regarding attendance. We aim to resolve attendance issues by being as flexible and supportive as possible with pupils various needs and concerns.

## 16. Authorised and Unauthorised Absences

### 16.1 Authorised Absences:

- 16.1.1 The Trust Attendance Team and associated academies will authorise absences but this will depend on the circumstances for the absence. Authorised absence can be as damaging to a child's education as unauthorised absence. All periods of authorised absence will be determined by the Academy after sufficient reason and explanation have been established.

### 16.2 Family holidays during term time:

- 16.2.1 Parents should not normally take their child on holiday during term time. Any leave of absence should be requested by filling out a holiday request form addressed to the Principal. Holidays will only be authorised due to exceptional circumstances. Any holidays taken during term time, recorded as unauthorised, may result in a fixed penalty notice being issued.

### 16.3 Illness, medical and dental appointments:

- 16.3.1 Any absences due to medical appointments will be authorised on the production of a medical appointment card/letter.
- 16.3.2 If a child presents as ill whilst at their academy or their provision and is sent home due to illness, their absence will be authorised. If the child fails to return to the academy or provision the following day due to the illness presented on the previous day, that day will also be authorised. Any further days of absence, that runs concurrently, will need to be confirmed by a doctor and a medical note/ appointment card/ prescription slip will be required as proof.

### 16.4 Days of religious observance:

16.4.1 This absence is set aside for any day exclusively for religious observance by the religious body to which the parents belong. This includes religious festivals. The academy will be sensitive to requests and parents are encouraged to give advanced notice.

16.5 Exclusions:

16.5.1 Any pupils that have received a fixed-term exclusion remains on roll and the absence is authorised. If for any reason a child attending a provision, loses their placement or the placement breaks down, the period of absence will be authorised until a suitable alternative placement can be established.

16.6 Family bereavements:

16.6.1 In the case of a family bereavement, the academy will be sensitive and look at each case on an individual basis and have discretion when authorising such absences.

## 17. Note to parents

17.1 The Education Welfare Service work to raise achievement levels by working with pupils, parents, schools, other agencies and the community, to improve the attendance of city pupils. They also work to safeguard and promote the welfare of children.

17.2 Your child's school is responsible by law for reporting poor attendance to the LEA. Most local authorities employ Education Welfare Officers (EWO's) to monitor school attendance and to help parents meet their responsibility. If your child is not attending school regularly, an Education Welfare Officer may visit or write to you. EWO's work with parents to address difficulties with their child's attendance.

17.3 As a parent you are committing an offence if you fail to ensure your child attends school regularly, this includes your child missing school without your knowledge. You run the risk of being taken to court.

## 18. Linked Policies/Procedures

- a) Trust Safeguarding Policy
- b) SEND Policy
- c) Behaviour Policy
- d) RET Attendance Procedures