



RAYNVILLE ACADEMY

Attendance Policy

Approved by:	Raynville LGB		
Responsible department:	Raynville Academy - SLT		
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At Raynville Academy, we strongly believe that education is of vital importance to the development of every child. Having access to and receiving a good education is the best way to ensure that all children achieve the best possible outcomes, empowering them to make positive choices in their future lives. We are a part of the Great Heights Multi-Academy Trust, and report to our Board of Governors and Trustees about our school attendance. We work closely with our partners at Bramley Cluster and Leeds City Council and refer families to partner agencies for attendance support.

Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Jay-Jay Jagger and can be contacted via j.jagger@raynvilleacademy.org.uk.

The pastoral and inclusion officers

The pastoral and inclusion officers are responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The pastoral and inclusion officers are Joanne Briscoe, Teresa McGrath and Adele Baranyi and can be contacted via email.

Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9am.

School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the pastoral and inclusion officers, if necessary, to provide them with more detailed support on attendance

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- Attend school every day on time

Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil 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

We will also record:

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

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

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9am. The register for the second session will be taken at 1pm and will be kept open until 1.10pm.

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office staff.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Where persistent lateness occurs and impacts on a children's learning, meetings are organised with parents/carers to offer support.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit and leave a note if there is no response.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving outside agencies.

Please see appendix for daily process.

Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels if a child's attendance percentage is declining. All parents/carers are given their child's attendance information at parents evening. Where significant improvement has been made, this information is shared and celebrated with the parents/carers.

Authorised and unauthorised absence

Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil 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 pupil 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.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible from the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Legal sanctions

The school or local authority 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 penalty notice, each parent 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.

Strategies for promoting attendance

The staff at Raynville strive to make every child feel safe and welcome in school. Children are at the centre of our school community, and we work hard to build good relationships with them and their families.

If a child is experiencing difficulties at home or at school then we have experienced staff across school to help them feel listened to, included and who are then able to get the help the child or family need.

Parents/Carers are regularly made aware of their child's attendance. At Parents' Consultations they receive a printed copy of their child's registration record, and again as part of their end of year report.



We use a traffic light system to colour code attendance data to parents, setting out what our expectations are and the level of concern their child may be currently be reaching.

Ways we support good attendance:

- A warm welcome every day
- A safe and inclusive school community, where every child and family is valued and supported
- Incentives and initiatives to promote punctuality and good attendance, for example 'above and beyond' and half - termly certificates
- The School Council discuss attendance in their regular meetings
- Track and monitor the attendance of *all* children including those in nursery provision
- Share a child's registration certificate when transferring information between schools

In support of this, we work with partner agencies:

- Engage with children and their families to address poor attendance and underlying reasons for it, e.g. Bramley Cluster, Social Care, Signpost, MST.
- Use holistic tools for identifying difficulties and planning a way forwards e.g. Early Help Plans.
- Promote a positive message to children and their families about the importance of school attendance and getting the most from education and learning opportunities in the area eg BARCA, West Leeds Activity Centre, ABC and Oasis, Medical Needs Education Service etc.

Attendance monitoring

Monitoring attendance

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Analysing attendance

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- When a child's attendance drops below 90%, this child is placed on attendance watch and during fortnightly meetings, each individual case is discussed and appropriate action is taken e.g. phone calls, meetings, letters home dependent on the family's needs.
- Regular information is shared with parents at forums:

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Jay-Jay Jagger.

Attendance during one school year	Equals days absent in one year	Which is approximately weeks absent in one year	Which means the number of lessons missed	Absences if at this % over 5 years
98%	Less than 4 days	Less than a week	20 lessons	No concern
95%	9 Days	2 Weeks	50 Lessons	¼ Year
90%	19 Days	4 Weeks	100 Lessons	½ Year
80%	38 Days	8 Weeks	200 Lessons	1 Year
70%	57 Days	11 ½ Weeks	288 Lessons	1 ¼ Year
60%	80 Days	16 Weeks	400 Lessons	2 Years
50%	100 Days	20 Weeks	500 Lessons	2 ½ Years

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1


**RAYNVILLE
ACADEMY**

RAYNVILLE ACADEMY ATTENDANCE FLOWCHART

2022


WHOLE SCHOOL DAILY ROUTINE:

WHEN?	WHAT?	WHO?
8:45am	Registers open	Class teachers
9:00am	Registers close	Class teachers
8:55 – 9:05am	Late arrivals are greeted at the office for KS1 and the bridge for KS2	Mrs Edwards and office team
9:00 – 9:45am	Late arrivals are greeted and registered at the office. L code given	Office team
9:45am onwards	Late arrivals are greeted and registered at the office. U code given	Office team

ABSENCE DAILY ROUTINE:

WHEN?	WHAT?	WHO?
9:00 – 9:15am	Registers are checked. Any pupil absent is checked against parents' messages regarding illness etc.	Office team
9:15am	Absent pupils with no confirmation from parents – phone call to prompt parents. PIT made aware.	Office team
9:30am	List of absent pupils with no confirmation from parents sent to PIT	Office team
10:00am	Telephone calls made, home visits, liaison with partner agencies	Pastoral and Inclusion team

Appendix 2

Breakdown of available codes

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
J	Interview	At a job interview, or interviewing with another educational establishment.
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Only exceptional circumstances warrant an authorised leave of absence.
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
H	Family Holiday (Agreed)	A leave of absence for a family holiday is granted entirely at the head teacher's discretion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.

T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y	Unable to attend due to exceptional circumstances	The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures.

Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.
The codes below should only be used to record attendance for the Spring term 2022 and prior.		
X01	Non-compulsory school-age pupil not required to be in school	This code maps to the statutory mark of X. Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
X02	Self-isolating COVID-19 symptoms	This code maps to the statutory mark of X. Students self-isolating because they have symptoms of coronavirus but they have not yet had a positive test.
X05	Quarantine requirement	This code maps to the statutory mark of X. Student required to be in quarantine on arrival in, or return to, the UK.
X06	Shielding	This code maps to the statutory mark of X. Students who have been identified as clinically vulnerable and advised that they should not attend school.
X07	Government attendance restrictions	This code maps to the statutory mark of X. To be used for national restrictions to education settings in line with Government advice.
X08	Advised by Public Health Directors not to attend school	To be used for local restrictions to education settings in line with advice from Directors of Public Health.
X09	NHS test and trace required self-isolation	The student is required to self-isolate due to contact with a confirmed case, by NHS test and trace.