



<b>Name of Policy</b>	<b>Attendance</b> (including Registration Policy as Appendix A)
<b>Aims of Policy</b>	<ul style="list-style-type: none"><li>• To encourage and maintain a good level of attendance in all years</li><li>• Making clear the attendance procedures as agreed by the board of Trustees, staff, parents / Carers and pupils</li><li>• Setting out the framework for rewarding good attendance and the procedures to be followed and sanctions to be applied should attendance fall short of these standards</li><li>• Enhance achievement levels and external examination results</li><li>• To carry out efficiently the school's legal responsibilities to report attendance and achievement annually to parents</li><li>• To identify and implement effective strategies to ensure good attendance</li></ul>
<b>Date Valid</b>	January 2024 to January 2025
<b>Date of Approval</b>	December 2023: Headteacher December 2023: Full Trustee Board
<b>Next Review and Approval Date</b>	December 2024
<b>Responsibility for Review</b>	Senior Deputy Headteacher

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## 1.0 Introduction

The Academy's ethos 'inspiring learning, unlocking potential, achieving success' is the reflection of an uncompromising belief that every child will be equally able to secure outstanding educational outcomes and reach their full potential in a positive learning community which supports and values their achievements.

At Biddick Academy we want everyone to:

Be part of a safe and respectful community

Feel happy, valued, and empowered so that we all thrive

Aspire to be the best we can be

Act with integrity

Nurture resilience and independence

Have the attitude and character to excel in life

Have a desire to learn and work with passion, purpose and pride

Adhere to The Biddick Way

It is a primary aim that every member of our community feels valued and respected, and that each person is treated fairly within a climate of mutual trust and respect.

All staff believe that our Academy should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual pupil.

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

We will also promote and support punctuality in attending lessons.

## 1.1 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.

## **2.0 Responsibilities**

### **2.1 Trustee Board**

The trustee 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

### **2.2 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

### **2.3 The designated senior leader 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 Tristan Delf (Senior Deputy Headteacher) and can be contacted via the Academy phone number.

## 2.4 The attendance team

The school attendance team 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 Senior Deputy Headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- Taking calls from parents [and pupils where agreed in exceptional circumstances by parents, pupils and Senior Deputy Headteacher] about absence on a day-to-day basis and record it on the school system
- Transferring calls from parents to the head of year in order to provide them with more detailed support on attendance

The attendance team is made up of the attendance manager Mr Tom Howe and the pupil and family support lead Miss Mooney and they can be contacted via the Academy phone number 0191 511600, Class Charts messages or email ([attendance@biddickacademy.com](mailto:attendance@biddickacademy.com)).

## 2.5 Class teachers / Form Tutors

Class teachers and Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school attendance team.

### Subject Teachers

- Mark registers promptly and accurately and ensure correct codes are used  
Present = /  
Absent = N  
Late = L (enter the number of minutes late)
- Set a good example by being punctual
- Use Group Day View function in Integris to take registers. Inform Attendance Officers and Pupil Office immediately via email, if a pupil who has been present earlier in the day, is not in attendance to their lesson.

Staff planning to take pupils out of timetabled classes in order to participate in intervention/educational visits/any other reason must register the pupil before the event begins and communicate this to Attendance Manager/Attendance Officer who will reflect this change on registers

### Form Tutors

- Mark registers promptly and accurately and ensure correct codes are used

Present = /

Absent = N

Late = L (enter the number of minutes late)

- If name(s) on the register are incorrect then inform the pupil office
- Leave pre entered codes as they are
- If technical issues arise, complete a paper register and pass to the Attendance Team
- Promote and praise good attendance and punctuality
- Monitor attendance data weekly and have conversations with pupils to ensure they are aware of the impact of low attendance. Set targets and contact parents if necessary. Ensure the HOY is aware of any important information by recording conversations on CPOMS.

## **2.6 Pastoral Team (Head of Year / Assistant Head of Year)**

The pastoral team will:

- Have high expectations of self and others and expect consistently good practice from the team of Form Tutors
- Promote and praise good attendance and punctuality in assemblies and when communicating with all stakeholders
- Monitor by Tutor Group pupils' weekly attendance and punctuality and discuss in Year Team weekly briefings
- Identify pupils who raise concerns and act accordingly
- Support the Form Tutor in strategies to encourage good attendance and punctuality
- Interview pupils who are persistently late or whose attendance is raising concerns and act accordingly e.g., consequences, parental contact, liaising with attendance officer
- To liaise routinely with the Attendance Team to further support pupils/parents/carers to improve pupil attendance and punctuality.
- Make referrals to other agencies to support pupils and their families
- Take prompt action once truanting pupils are identified
- Check that the pupil is not in the building
- Inform parent / carer
- Parent / carer may wish to inform the police, or the Academy may do so if parent / carer cannot be contacted (Decision to inform the police will be made by the Headteacher, DSL or DDSL)
- Parent / carer will be informed if their child returns to the Academy
- Request parent / carer inform the Academy if they locate their child

## **2.7 Parents / Carers**

Parents/carers are expected to:

- Make sure their child attends every day and lesson on time
- Call the school to report their child's absence before 8.30am 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
- Take their child on holiday during Academy holiday periods only
- To access Class Charts and enable messaging to ensure they receive messages in relation to their child's attendance

## **2.8 Pupils**

Pupils are expected to:

- Aim to achieve 100% attendance and punctuality and actively work towards this target by arriving at registration and lessons on time
- Catch up on any missed work
- Remain on Academy premises during Academy hours and not to truant lessons
- Sign out at the pupil office if leaving the Academy for any reason and signing in when returning

## **3.0 Recording attendance**

### **3.1 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

See appendix 1 for the DfE attendance codes.

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 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 9.00am. The register for the second session will be taken at 1.00pm and will be kept open until 1.30pm.

### **3.2 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 8.30am or as soon as practically possible by calling the school attendance team (see also section 7). They can be contacted via the Academy phone number 0191 511600, Class Charts messages or email ([attendance@biddickacademy.com](mailto:attendance@biddickacademy.com)).

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.

### **3.3 Planned Absence**

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment by contacting the school's attendance team, they can be contacted via the Academy phone number 0191 511600, Class Charts messages or email ([attendance@biddickacademy.com](mailto:attendance@biddickacademy.com)).

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. Go to section 5 to find out which term-time absences the school can authorise.

### **3.4 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

The school gate closes at 8.30am and all students who arrive after this time are expected to enter the Academy through the front entrance where they will be marked as late by the attendance team. If a student is late for a second time, they will receive a whole school detention the following day. If there is a valid reason for the student being late, then parents/carers are expected to write the student a note or contact the attendance team and the detention will be removed. A student who is persistently late will be identified by the attendance team and the parents / carers contacted to attend a meeting to discuss concerns.

### **3.5 Following up unexplained absence**

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



- contact home if no reason for absence is provided
- identify absent pupils who have not contacted the Academy on their first day of absence and will contact parent / carer either via telephone, text, e-mail or in person, however, will normally be via Class Charts messaging system
- When the Academy is satisfied with the reason for absence then this will be authorised with the correct symbol. If the Academy believe that a valid reason has not been provided then the absence will remain unauthorised
- The Attendance team will meet with the Heads of Year on a regular basis to monitor the attendance of any pupil where there is a cause for concern
- If a pupil continues with poor attendance, absence will not be authorised regardless of reason unless supporting evidence is received to support the absence (e.g. medical appointment card)
- The Academy will do all it can to support pupils whose attendance is poor and doesn't improve
- Pupils whose attendance falls below 90% are classed as Persistent Absentees (PA).
- 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 an education welfare officer

### **3.6 Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels through the written reports.

## **4.0 Authorised and Unauthorised absences**

### **4.1 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 fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' we mean an event that could not reasonably be scheduled at another time. Parents / carers who are part of the emergency services or armed forces will usually be classed in the exceptional category.

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 via emailing the attendance team. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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, bargees (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
- Other possible 'exceptional circumstances' where the Headteacher may grant term-time holiday
- Study leave
- Flexi-schooling where it has been agreed by the SENDCO and Deputy Headteacher and authorised by the Senior Deputy headteacher and Headteacher and a clear Support Intervention Plan is in place
- Travelling to and from external sporting competition where to deny the leave of absence would prejudice the pupil's chances in the competition – this must be clearly explained in the leave of absence request

## **4.2 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.

## **5.0 Strategies for promoting attendance**

The closer to 100% a pupil's attendance, the greater the probability that pupils will achieve their potential.

Good attendance is encouraged in the following ways (individually, Form Groups, Year Groups):

- Rewards including through Class Charts points
- Certificates
- Post Cards
- Notes in planners
- Support Systems
- Biddick Academy believes that all pupils have a right to a good education and has several support systems in place to support pupils and their families.

Each year group has a Head of Year and Assistant Head of Year to support pupils and their families. These Pastoral Team work closely with other agencies such as Together for Children and the Local Authority Attendance Team to support families.

Support 21 is an area in school, overseen by the SENDCO which can support pupils through a variety of strategies and interventions depending on the need of the pupil.

## **6.0 Attendance Monitoring**

### **6.1 Monitoring attendance**

The school will:

- Monitor attendance and absence data daily, weekly, 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.

### **6.2 Analysing attendance**

The school will:

- 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

### **6.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to teachers, pastoral team, 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

## **6.4 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

## **7.0 Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every year by Sarah Dickson (Deputy Headteacher). At every review, the policy will be approved by the full trustee board.

## **8.0 Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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 pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school

#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
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## Appendix A

### Registration Policy

#### The importance of registers

A teacher is expected to demonstrate consistently high standards of personal and professional conduct which includes having regard for the need to safeguard pupils' wellbeing (1b). Teachers must have proper and professional regard for policies and practices of the school in which they teach (2). By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day during Form Tutor and for every lesson that they teach. [Class teachers/form tutors] are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office (3). Failure to do so could lead to a serious safeguarding issue whereby a student under our care is placed at risk.

Teachers' Standards, Part Two: Personal and professional conduct: 1b, 2, 3

#### Responsibility

It is the responsibility of every staff member to take the register in every class that they teach throughout the school day including, their form group during morning registration. The member of staff need to ensure that

Mark registers promptly and accurately

The register is completed within 10 minutes of the lesson start

Ensure correct codes are used: 1. Present = /, 2. Absent = N, 3. Late = L (enter the number of minutes late)

They use Group Day View function in Integrus. Staff should inform Attendance Officers and Student Office immediately, via email, if a student who has been present earlier in the day, is not in attendance to their lesson.

#### Procedure for staff and missed registers

To support the safeguarding of students and to ensure that all staff are fulfilling their statutory duty the following procedure will be applied should staff miss the completion of a register on a number of occasions within any one academic term:

- On the first occasion where a register has not taken place the member of staff responsible will receive an email reminding them of this policy.
- On the second occasion where a register has not taken place the member of staff responsible will receive an email from their SLT link reminding them of this policy.
- On the third occasion where a register has not taken place the member of staff responsible will attend a meeting with their SLT link where any appropriate support will be offered, to discuss the concerns and reinforce this policy.
- On the fourth occasion where a register has not taken place the member of staff responsible will be invited to attend a meeting with the Headteacher to discuss the concerns and the expectations regarding registers. This meeting could result in management advice being given and a note will be retained on the staff member's personal file.



The staff member will be informed of the consequence of continuing to not complete registers and the potential of the matter becoming a concern under the disciplinary procedure.

### **Review**

The Registration Policy was agreed by the Trustee Board, December 2021 as an appendix as part of the Attendance Policy. It will be reviewed when necessary to take account of changes to any relevant legislation, regulations or best practice.