



THE
ADEYFIELD ACADEMY

Longlands, Hemel Hempstead, Hertfordshire HP2 4DE
t: 01442 406020 f: 01442 406025
e: admin@adeyfield.herts.sch.uk
www.adeyfield.herts.sch.uk

Attendance and Punctuality Policy

Date:	September 2023
Review Date:	September 2024
Co-ordinator:	Miss C Rose

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

1. Aim

Our academy aims to meet its obligations with regards to academy attendance:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

The academy's vision is "Learning Without Limits". We believe that outstanding attendance is essential to so that students can succeed and achieve their full potential.

2. 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.

3. Objectives

- To provide an effective and efficient system for monitoring attendance and punctuality
- To recognise the external factors which influence student attendance and work with parents and the academy to address these
- To encourage students to take full advantage of their educational opportunities by attending the academy regularly

4. Roles and responsibilities

4.1. The governing board

The governing board is responsible for:

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

4.2. The Principal

The Principal is responsible for:

- Implementation of this policy at the academy
- Monitoring academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

4.3. The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the academy
- 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 students and families

4.4. The attendance officer

The academy attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 8)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Principal
- Working with education welfare officers to tackle persistent absence
- Advising the Principal/Attendance Lead (authorised by the Principal) when to issue fixed-penalty notices

4.5. Class teachers/form tutors

Class teachers and form tutors are responsible for recording attendance every lesson, using the correct codes, and submitting this information to SIMS or Edulink for each lesson.

4.6. Academy Attendance staff

Academy admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the academy system
- Transfer calls from parents to the Attendance Team, Head of Year or Student Support Officers in order to provide them with more detailed support on attendance

4.7. Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time by 8.30am
- Call the academy 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 academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the academy day

4.8. Students

Students are expected to:

- Attend every timetabled session on time

5. Recording attendance

5.1. Attendance register

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

We will take our attendance register at the start of every lesson of each academy day and once during the second session. It will mark whether every student 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 student is attending an approved educational activity
- The nature of circumstances where a student 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.

Students must arrive to the academy by 8.30am on each academy day.

The register for the first session will be taken at 8.35am and will be kept open until 8.55am. The register for the second session will be taken at 12.20pm and will be kept open until 12.40pm.

5.2. Unplanned absence

The Student's parent/carer must notify the academy 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 academy admin staff (see section 4.7).

Academy procedure:

- Parents are contacted by the Attendance Officer where students have failed to arrive by 9.30am and notice of their absence has not been received. The Attendance Officer will use a combination of both In touch messages in the first instance and then follow up phone calls at 10am
- When the parent/carer fails to report an absence two days in a row, and staff are unable to make contact on the phone, a home visit is carried out where possible, letter posted through to the door asking parents to contact us and if required a referral to the safeguarding team completed
- Authorisation of absence will require a written note from parent/carer, the parent/carer to make contact over the phone, or a medical note outlining the date and time of any appointment
- Students can be spoken to about their attendance by The Attendance Officer, Form Tutor, Head of Year and Senior Leadership Team
- The academy will monitor and evaluate both individual student and whole academy attendance
- When attendance continues to fall, the academy sends letters home inviting parents/carers in for an attendance meeting
- In severe cases of persistent absence, parents will be invited to a legal attendance meeting chaired by The Senior Leadership Team

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

If the authenticity of the illness is in doubt, the academy may ask the student'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 academy 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.

5.3. Planned absence

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

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

The student'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 academy can authorise.

5.4. Lateness and punctuality

A student 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

Students are expected to be in the academy by 8.30am at the latest and to register with their Form Tutor at 8.35am. From 8.30am-8.55am a member of staff will greet students in main reception and they will be classed as late. Students in years 7-11 who are late without a valid reason communicated by parents will need to complete a break time detention and a notification of this will be sent home to inform parents via Edulink.

- If students arrive after 8.55am they must sign in at reception using the inventory electronic sign in screen
- In Years 12-13 all lateness is managed by the Head of Sixth and will be sanctioned accordingly
- Students who arrive after 9.45am parents need to contact the academy explaining their late arrival. If no note is received, this becomes an unauthorised absence.
- Persistent offenders will have letters sent home and are discussed with the Head of Year with regards to further action and sanctions
- Students who arrive more than 5 minutes late to a lesson, without a note from a teacher will be sanctioned with a 10 minute detention to be completed at break time

5.5. Following up unexplained absence

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

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the student's emergency contacts, the academy may contact 101 to alert the police
- 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 academy will consider involving an education welfare officer
- Carry out a home visit where possible, and if the student is not seen, a letter will be posted through to the door asking parents to contact us and if required a referral to the safeguarding team completed

5.6. Reporting to parents/carers

The academy will regularly inform parents about their child's attendance and absence levels via 3 weekly attendance letters and scheduled reports. Daily attendance and punctuality information is also available on Edulink.

6. Celebrating student attendance

- Students with 100% attendance will have their names displayed on the attendance noticeboard board in the main foyer
- Students who have 100% attendance will have their names entered into a raffle for a chance to win a prize every two weeks
- Students with outstanding attendance will be rewarded during the summer term with an attendance reward event

7. Authorised and Unauthorised absence

7.1. Approval for term-time absence

The Principal will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the student is authorised to be absent for.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

All requests must be made in writing only to the Principal. Please use the "Authorised Absence Request Form" available on our website under 'Parents /Carers' -> 'Attendance' at the bottom of the page.

If a holiday request is refused and a student is then absent for fifteen or more consecutive sessions an FPN warning letter will be issued and parents could be fined.

Examples of exceptional circumstances include the death/terminal illness of a close relative and religious observance

If a student is absent for more than five days a welfare check will be completed by members of the attendance team and this will be updated on CPOMs so that the safeguarding team is aware.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 5.2 and 5.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart. Students may have 1 day every term for religious observance.
- Traveller students 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 academy, but it is not known whether the student is attending educational provision

7.2. Legal sanctions

The academy or local authority can fine parents for the unauthorised absence of their child from the academy, 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 Principal, 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 student is found in a public place during academy 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.

8. Attendance monitoring

8.1. Monitoring attendance

The academy will:

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

Student-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 academy will compare attendance data to the national average, and share this with the governing board.

8.2. Analysing attendance

The academy will:

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

8.3. Using data to improve attendance

The academy will:

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

8.4. Reducing persistent and severe absence

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

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at the academy
- Provide access to wider support services to remove the barriers to attendance

9. Monitoring and review

This policy will be reviewed every two years by the policy coordinator and the Senior Leadership Team. At every review, the policy will be shared with the Governors.

Appendix 1: Attendance codes

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

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 and traveller absence	Student from a traveller community is travelling, as agreed with the school

Unauthorised absence		
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 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)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
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 a student is in custody
Z	Student is 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

Appendix 2

