

# Behaviour & Attitudes

## Attendance Policy

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## 1.0 Intent

Greenfields Academy are committed to providing a full and efficient education for all pupils. Regular attendance is essential to allow children to fully access the curriculum. To this end Greenfields Academy will do as much as they can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability, and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

## 2.0 Implementation

### Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2020) 'School attendance'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2021) 'Improving school attendance: support for schools and local authorities'

### Attendance Staff

Attendance Champion (Lead): **Beth Archer** [beth.archer@greenfields-cit.co.uk](mailto:beth.archer@greenfields-cit.co.uk)

- Attendance Officer: **Rebecca Hewerdine** [Rebecca.hewerdine@greenfields-cit.co.uk](mailto:Rebecca.hewerdine@greenfields-cit.co.uk)
- Attendance ambassadors: **Leanne Hoy** and **Paul Wheeler** [leanne.hoy@greenfields-cit.co.uk](mailto:leanne.hoy@greenfields-cit.co.uk)  
[paul.wheeler@greenfields-cit.co.uk](mailto:paul.wheeler@greenfields-cit.co.uk)

If pupils are persistently absent, then the attendance leader will attempt to resolve the situation through a parenting agreement. If the situation cannot be resolved and attendance does not improve, Greenfields Academy has the power to issue sanctions such as prosecutions or penalty notices to parents. The attendance champion will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence and will provide weekly reports to SLT to enable them to track the attendance of pupils and to implement attendance procedures.

### School Times

The school is open to pupils from 8.50 am

The school day ends at 2.50 pm

### Absence Procedures (see appendices)

Parents will be required to contact the school attendance officer via email ([Rebecca.hewerdine@greenfields-cit.co.uk](mailto:Rebecca.hewerdine@greenfields-cit.co.uk)) or the school attendance champion by text (07436 336712) as soon as possible (before 08:45am) on the first day of their child's absence.

A telephone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

The school will always follow up on any absences to:

- Ascertain the reason for the absence
- Ensure that proper safeguarding action is being taken
- Identify whether the absence is authorised or not

- Identify the correct code to use to enter the data into the school census system

If a pupil's attendance drops below 85 percent and there is a cause for concern surrounding the reason or absence, the attendance leader will be informed, and a formal meeting will be arranged with the pupil's parent.

If a parent wishes to request a "leave of absence" for their child, they are to contact the school attendance officer, at the earliest opportunity. The request will be given to the headteacher. The headteacher will either approve or deny the request.

### **Key Definitions**

The following definitions apply for the purposes of this policy:

#### **Absence:**

- Arrival at school after the register has closed
- Not attending school for any reason

#### **Authorised absence:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Temporary reduced timetable as agreed by the Headteacher
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

#### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

#### **Persistent absenteeism (PA):**

- Missing 10 percent or more of schooling across the year for **any** reason

### **Roles and responsibilities**

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too
- Ensuring this policy is implemented fairly and consistently
- Modelling good attendance behaviour
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated
- Where designated, take the attendance register at the relevant times during the school day

Attendance Ambassadors are responsible for:

- Update any communication with pupils or parents/carers onto School Pod
- Highlight irregular absence and inability to contact parents to the DSL and Senior Leadership Team
- Make at least fortnightly home visits with pupils that are absent from school long term
- Liaise with parents/carers regarding pupil's attendance concerns
- Keep an up-to-date folder with all attendance paperwork including any intervention/actions and evidence

Parents are responsible for:

- Providing accurate and up-to-date contact details

- Providing the school with more than one emergency contact number
- Updating the school if their details change
- The attendance of their children at school
- Promoting good attendance with their children

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school
- Arriving punctually to lessons when at school

#### **Pupil Expectations**

- Pupils will be expected to attend school every day.
- Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

#### **Parental Involvement**

The school will build respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance, and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services

The school informs parents weekly regarding their child's attendance through wellbeing emails and phone calls.

Parents will be expected to:

- Treat staff with respect
- Actively support the work of the school
- Call staff for help when they need it
- Communicate with the school about possible circumstances which may affect their child's attendance or require support

#### **Pupils at risk of persistent absence (PA)**

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities where necessary.

To ensure the school has effective procedures for managing PA, the SLT will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.

Establish robust escalation procedures which will be initiated before absence becomes a problem by:

- Sending letters to parents
- Engaging with LA attendance teams
- Using fixed penalty notices

Where a pupil becomes at risk of PA, the attendance team will:

- Welcome the pupil back following any absence and provide catch-up support to build confidence and bridge gaps in learning.
- Meet with the pupil to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establish plans to remove barriers and provide additional support.
- Undertake weekly reviews of progress and assess the impact of support.
- Make regular contact with the pupil's parent to discuss progress.
- Consider what support for re-engagement might be needed, including with regard to additional vulnerability.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The School pod system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- LAC
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND

### **Persistent and Severe Absence**

Any pupils whose attendance falls to 80% or lower attendance will be placed on an immediate School Attendance Action Plan (SAAP). This will involve regular stakeholder meetings, target setting and high intensity support. In some cases, this may also include a temporary reduced timetable and temporary attendance ambassador support in the home/local community.

A SAAP may be implemented for pupils with 80-95% attendance depending on individual circumstances, for instance when absence is related to illness, bereavement, suspension, or other extenuating circumstances, a SAAP may not be required.

If attendance does not improve following the 6-week SAAP period/there is no engagement from pupils and/or parents/carers, school will be required to follow other attendance procedures including punitive measures (fines and legal proceedings). Reduced timetables and/or home visits will not be continued for more than 8-weeks except in extreme exceptional circumstances, at the discretion of the Headteacher and Attendance Champion. If home visits are cancelled on 2 or more occasions or a pupil refuses to access 3 consecutive sessions, this provision will be removed by the school.

### **Attendance Register**

Classroom staff will take the attendance register at the start of each school day during Personal Wellbeing time. These registers will be crossed checked against the taxi register and the Signing in sheet at reception. Class staff will then complete an afternoon register during the first-afternoon session.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence (including agreed temporary reduced timetables)
- E = Excluded/Suspended
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity (when a pupil has not been on-site for the entire day)
- G = Unauthorised holiday
- O = Unauthorised absence
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on the admission register

### **Truancy**

Truancy will be considered as an absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind the absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the SLT is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

### **Appointments**

As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment evidence must be sent to the school attendance officer.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent/carer. Pupils will be expected to attend school before and after the appointment wherever possible.

### **Young Carers**

The school understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity, as well as throughout their time at the school.

The school will take a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

### **Exceptional Circumstances**

Exceptional circumstances will include when a pupil is unable to attend because:

- Transport provided by LA or the parent is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which have prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes.

### **Rewards for Attendance**

At the end of each term, pupils will receive a range of rewards for attendance. These include:

- Certificates for 100% attendance = 10 learning merits
- Certificates for the most improved attendance = 10 learning merits
- Certificates for the highest attending Wellbeing Team = 4 learning merits each

Further to this all pupils (and staff!) are entered into a weekly raffle if they achieve 100% attendance that week. At the end of each term the attendance champion selects 6 pupils and 2 members of staff at random to attend a termly attendance reward breakfast.

## **3.0 Impact**

- Whole School attendance improving from Baseline
- Whole School attendance target of 80+% by July 2023

- Whole School attendance equal to or exceeding similar schools (SEMH) regionally
- Aspirational whole school attendance target equal to National SEND data
- impact of 'lost learning' because non-attendance reduced over time
- individual attendance progress valued equally to whole school measures
- attendance data is rigorously analysed and reported
- pupils identified to have 'concerning attendance', who engage in strategies, make personal attendance progress
- restorative and engagement strategies are prioritised and exhausted before sanction
- stakeholders aware of the impact of positive attendance
- personal attendance accurately reflected in Tides profiles
- positive attendance (achievement and progress) is celebrated

#### 4.0 Review

Date Written: January 2023

Late Reviewed: January 2024

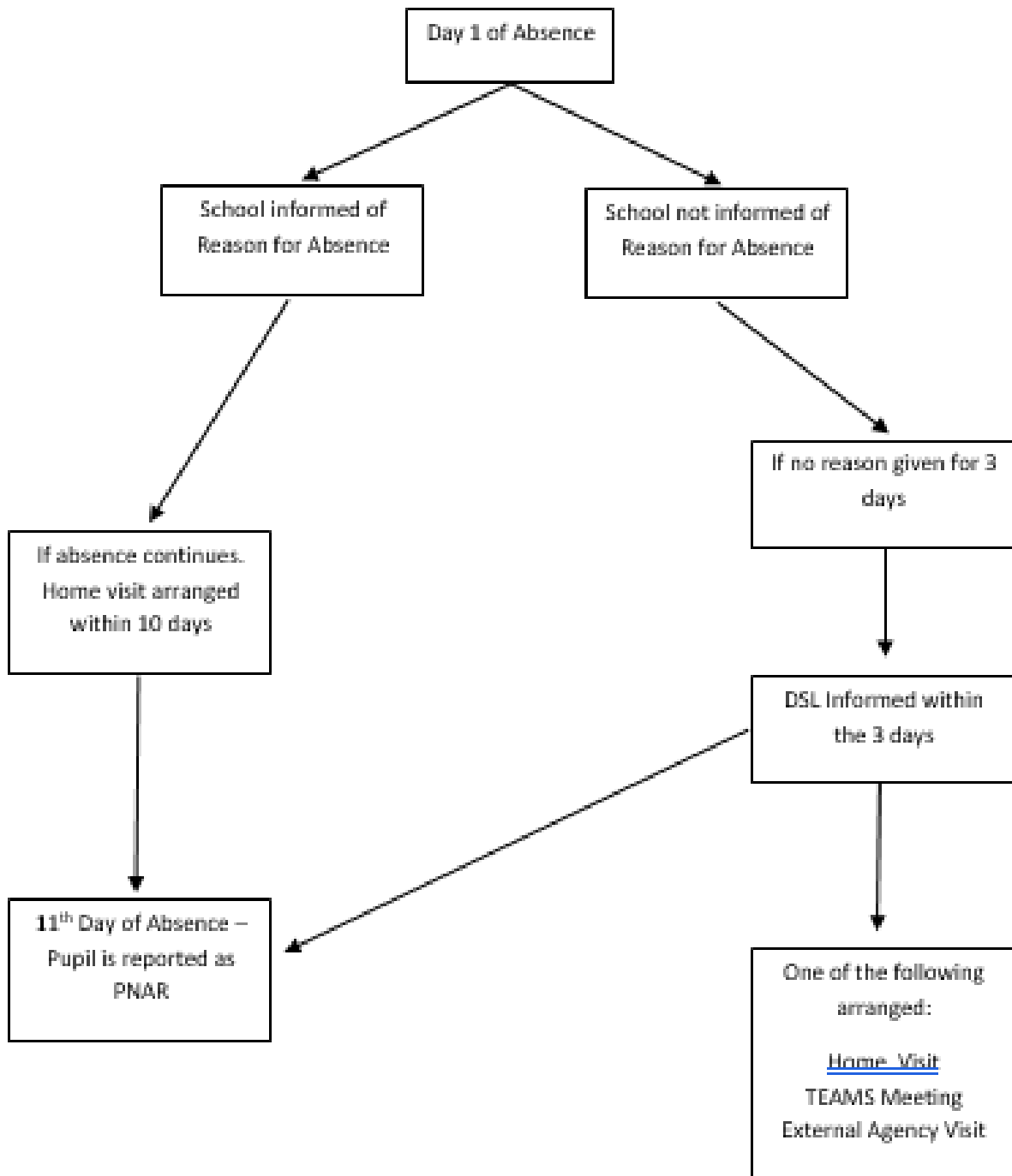
Next Review: January 2025

END

Appendices



## Reporting Attendance





**Severe Absence = >50%**

Consider social care role and focus of attendance in all assessments e.g. is attendance featuring in children in need and child protection plans.

Escalation protocol, where support is not in place. Review reasonable adjustments

**At Risk of Severe Absence = 51%-79%**

Re-assessment of needs considering the escalation of non-attendance, with additional targeted support assisted by the local authority and other appropriate partners.

**Persistent Absence = 80%-90%**

Hold more formal conversations between senior leaders and parents. Consider a parenting contract, Education Supervision Order or Early Help Assessment. Consider the whole family.

Consider FPN or prosecution where further support would not be appropriate, engaging with or change parents' behaviour, in conjunction with the local authority

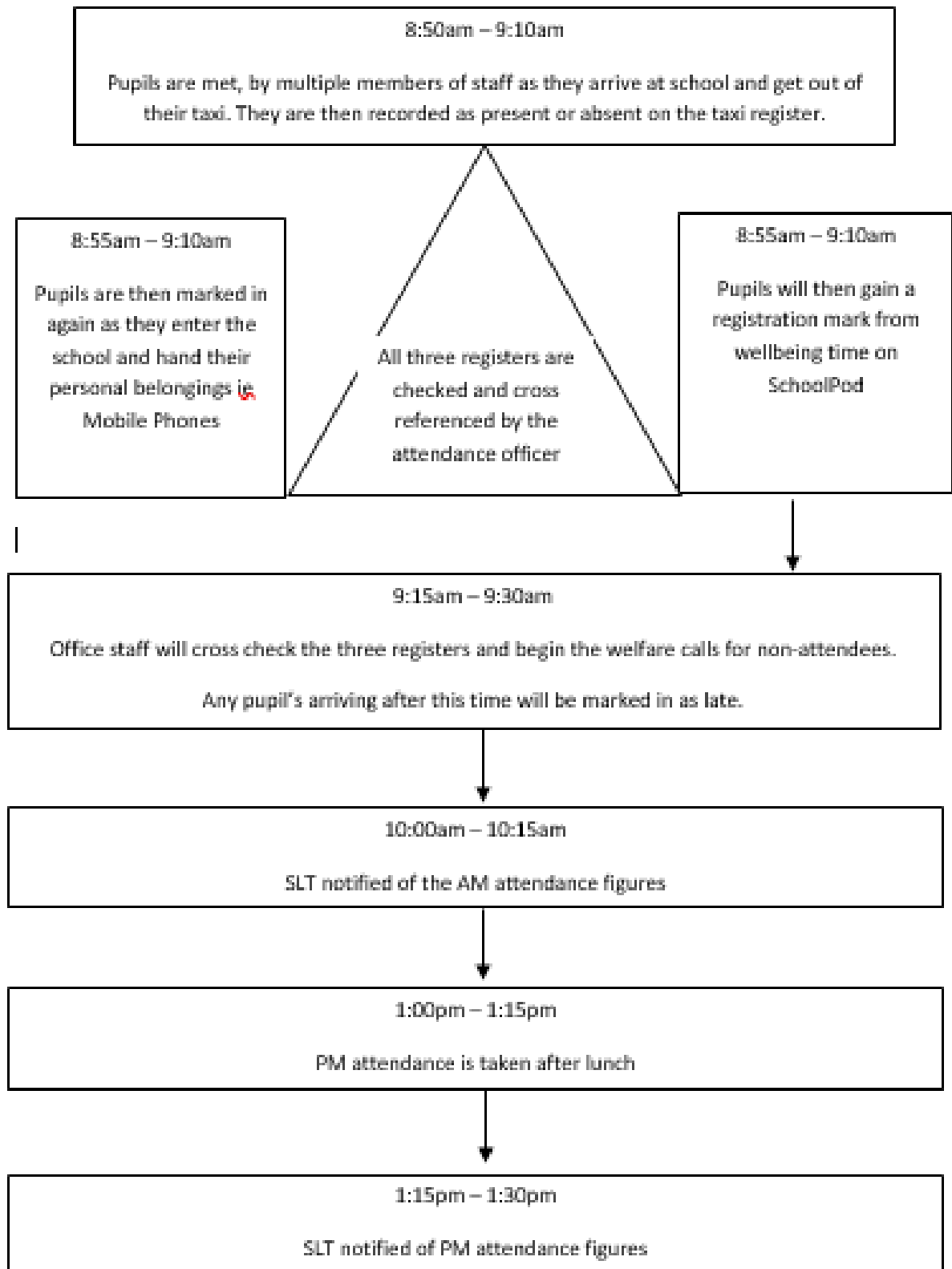
**At Risk of Persistent Absence = 91%-94%**

Identify the triggers, what is the cause of the absence. Use all or parts of the ATTEND assessment/EBSA/ Early Help Assessment/ V SEND to identify triggers and need.

Discuss cohorts or specific individual cases at Termly Support Meetings, inform parents/carers in language they understand. Consider a safeguarding concern

**As Expected = 95%-100%**

Monitor and analyse weekly attendance patterns and trends. Celebrate good attendance, link with achievement and wellbeing of the child



## ATTENDANCE LETTER

### Autumn 2 - GREEN

**NAME:**

**Well done!**

Your child has achieved over 95% attendance this term. GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Thank-you for your support and well-done for achieving GOOD attendance this term!

## ATTENDANCE LETTER

### Autumn 2 - YELLOW

**NAME:**

Your child has achieved **less than 90% attendance.**

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Your child has had an above average amount of time off school this year. It may be that these absences have been due to illness but we feel you should be aware that this needs to improve over the coming term.

We thank-you for your support in this and hope to see an improvement in your child's attendance next term.

## ATTENDANCE LETTER

Autumn 2 - RED

### NAME:

Your child has achieved **less than 85% attendance** this term which is a cause for concern – your child is at risk of underachieving as a result. We would ask for your support in ensuring that attendance improves over the coming weeks. Your child's attendance will now be monitored on a regular basis and we may invite you into school to discuss this further.

If, following this letter, your child's attendance does not improve we will contact you again in order to discuss the situation further. It may be necessary to ask the Education Welfare Officer for assistance in this matter.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.





## WHAT WE DO ...

We will contact you on the first day of absence if you have not informed us why your child is absent.

We will send you attendance statistics as part of your weekly wellbeing email.

As required, offer bespoke intervention, based on the needs of your child and social circumstances, with the view to support an increase in attendance.

### WARNING LETTERS, FIXED PENALTY NOTICES & PARENTAL PROSECUTION

Parents have a legal duty to ensure that their child receives an education suitable to their age, ability, aptitude and special needs.

Should the attendance team consider that a parent is unwilling or unable to ensure that their child attends school regularly, without good reason, then a fixed penalty notice may be issued (£120 reduced to £60 if paid within 28-days). If the issues continue, prosecution through the Magistrates Court and fines of up to £2500 and/or imprisonment for 3 months may be considered. In some very rare cases the school may have to consider prosecution under Section 444 of the 1996 Education Act.



## REPORTING PUPIL ABSENCE

Parents/carers are required to contact the school attendance officer via email ([rebecca.hewerdine@greenfields-cit.co.uk](mailto:rebecca.hewerdine@greenfields-cit.co.uk)) or the school attendance champion by text (07436 336712) as soon as possible (before 08.45am) on the first day of their child's absence.

A telephone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

### ATTENDANCE CHAMPION (LEAD):

BETH ARCHER  
[beth.archer@greenfields-cit.co.uk](mailto:beth.archer@greenfields-cit.co.uk)  
07436 336712

### ATTENDANCE OFFICER:

REBECCA HEWERDINE  
[rebecca.hewerdine@greenfields-cit.co.uk](mailto:rebecca.hewerdine@greenfields-cit.co.uk)  
01476 574112

### ATTENDANCE AMBASSADORS:

LEANNE HOY  
[leanne.hoy@greenfields-cit.co.uk](mailto:leanne.hoy@greenfields-cit.co.uk)  
01476 574112  
PAUL WHEELER  
[paul.wheeler@greenfields-cit.co.uk](mailto:paul.wheeler@greenfields-cit.co.uk)

Personalised . Aspirational . Caring . Engaging

Your guide...



ATTENDANCE  
AT GREENFIELDS ACADEMY



**97%**  
TARGET

## SAFEGUARDING OUR PUPILS

When pupils leave home in the morning, parents/carers expect them to arrive at the school safely. Parents/carers are responsible for their children at home and the school have a duty to ensure they are safe from the minute they set their foot at 8:30 am until the minute they leave. As our pupils travel to school by bus, good communication between home and school is paramount to ensuring pupil safety and wellbeing.

When a pupil is absent, the school must be notified of the end of lessons for this before expected arrival time (08:50am). If the school is not provided with this information the school will immediately contact home to request this information.

The school must have accountability for all pupils by 3:30pm every day. To do this, we will call home for all pupils who have not arrived in their bus or and who we have not received an absence notification for.

## WHY IS FULL ATTENDANCE IMPORTANT?

We want all pupils to have full advantage of the opportunities provided by Greenfields Academy. Our data shows us that there is a strong link between poor attendance and underachievement. Good attendance also helps pupils to develop a sense of responsibility, positive wellbeing and helps to them to form good habits that prepare them for the world of work.

Pupils who are not in attendance are more at risk of failing to achieve and run a greater risk of getting involved in or becoming victims of crime. They may also find it difficult to catch-up with the missed learning and social experiences on offer at the school. We want all of our pupils to fulfil their individual potential and therefore we require your support and co-operation in ensuring that we have full attendance and lesson punctuality.



*Missing 1 day a week is equivalent to being 2 years off school life*



## KEY DEFINITIONS

- Absence:**
  - Arrival at school after the register has closed
  - Not attending school for any reason
- Authorised absence:**
  - An absence for sickness for which the school has granted leave
  - Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
  - Temporary reduced timetable as agreed by the Headteacher
  - Religious or cultural observances for which the school has granted leave
  - An absence due to a family emergency
- Unauthorised absence:**
  - Parents keeping children off school unnecessarily or without reason
  - Truancy before or during the school day
  - Absences which have never been properly explained
  - Arrival at school after the register has closed
  - Absence due to shopping, looking after other children or birthdays
  - Absence due to day trips and holidays in term-time which have not been agreed
  - Leaving school for no reason during the day
  - Persistent absenteeism (PA).
  - Missing 10 percent or more of schooling across the year for any reason