



Holderness Academy
& Sixth Form College



THE CONSORTIUM
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Holderness Academy & Sixth Form College

Attendance Policy and Procedures

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Review Committee: Local Board

Review Date: July 2025

Owner: Assistant Headteacher

Version: 1.0

Aims

Holderness Academy is committed to ensuring all its learners receive a full-time education which maximises opportunities and achievement for all. For learners to gain the most from their time at Holderness Academy, it is vital that they maintain excellent attendance and punctuality and we are committed to supporting learners and their parents/carers in sustaining this throughout their time at school. In doing so, we will:

- Set high expectations for the attendance and punctuality of all learners
- Ensure that all learners access full-time education which meets their needs and allows them to reach their potential.
- Strive to provide a welcoming, caring and safe environment where each learner can engage in all opportunities offered
- Promote good attendance and punctuality and discourage unjustified absence
- Act early to address patterns of absence
- Commit to building strong relationships with families to ensure learners have the support in place to attend school
- Continue to emphasise that it is everyone's responsibility to improve attendance and punctuality

Legislation

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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](#)

It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Reducing Persistent and Severe Absence

Persistent absence is where a learner 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/carers of learners who the school 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

Attendance Target- 96% or above

We strive to achieve the highest possible attendance by our learners; our target attendance for every child is a minimum of 96%. Good attendance is an essential prerequisite to achieving high standards and we will take every opportunity to reinforce the importance of attendance with learners and parents. We provide appropriate early intervention and reintegration plans for learners with a record of poor attendance and monitor groups of learners so that individuals are given the best opportunities to learn and achieve success

Promoting Good Attendance- Rewards

Learners are rewarded via Arbor for every lesson that they attend. A range of rewards are used to motivate learners to attend school including individual and group rewards.

Recording Attendance

Learner attendance and punctuality is recorded electronically using ARBOR. Holderness Academy learners are registered in each lesson of the day. This enables the Attendance Team and Pastoral Team to tackle and internal truancy and ensure learners are in the right place, all of the time.

Attendance registers are taken at the start of the first session of each school day and once during the first session in the afternoon. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every learner 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 learner is attending an approved educational activity
- The nature of circumstances where a learner is unable to attend due to exceptional circumstances

Learners must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.40am and will be kept open until 9.10am. The register for the second session will be taken at 1pm and will be kept open until 1.30pm.

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

Absence Guide

Education is very important, and children should be in school, on time ready to learn every day that the school is open, unless the reason for absence is unavoidable. The Academy requires all parents to notify us of absence as follows:

Day 1 & 2 of absence:

- Inform the Academy before 8:30am of the reason and expected date of return of your child. Inform the school of any medical evidence or visits made to the GP or hospital. This can be done by ringing the switchboard on 01482 899315 and choose option 1 – for learner matters, and then option 0, please leave a message on the answering machine as to the reason for absence and estimated date of return to school. If there is no answer, email attendance@holderness.academy. If you do not contact us, we will contact you as a parent to see why your child is not in school.

Day 3 & 4 of absence:

- Update the school on your child's progress, any medical advice given and confirmation of when your child will return to school especially if the condition worsens. Provide the school of any medical evidence or visits made to the GP or hospital.

Day 5 onwards:

- Update the school on your child's progress regularly. Medical evidence may be requested to authorise five days of absence or more in line with East Riding of Yorkshire Council Education Welfare Service guidance. You can do this by contacting your GP and obtaining a medical certificate for the absences or alternatively a copy of a prescription or medical appointment card may suffice. If you fail to provide this evidence within 7 working days, then the school will mark this period of absence as 'unauthorised', and the Education Welfare Service may be notified, who may consider issuing a penalty notice.

Please note that only the Academy can decide whether or not to authorise an absence and will only authorise:

- Illness/Sickness
- Unavoidable medical/dental appointments when supported by medical evidence
- Days of religious observance
- Exceptional family circumstances i.e. bereavement
- If permission for absence has been granted by the Headteacher
- Arranged transport has failed to arrive where the pupil lives beyond the statutory walking distance

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

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

Medical appointments

Always look to make medical/dental appointments outside of school time wherever possible and do not keep your child out for a whole day for an appointment unless there is no alternative (e.g., hospital appointment some distance away). You will be required to provide an appointment card or letter from the practice in order for the absence to be authorised. Absences for medical appointments will only be authorised around the appointment time, unless it is not possible due to the distance travelled.

If your child feels “under the weather” in the morning, please provide us with any appropriate relief/medication and send them to school whenever possible. Let the school know what this issue is, and we can support them with administering some medication if needed. We will expect your child to attend if they have a minor illness that can be managed in school. There is a useful DfE (Department for Education) page that advises on illness and Public Health guidance on when a child should be kept at home from school. Consent for medication will need to be completed via the Arbor App.

Daily Monitoring

Parents are frequently reminded of the need to inform the school if their child is legitimately absent on the morning of each day of absence. If the school does not receive any communication, the attendance team will send communication to parents requesting information.

The Attendance Officer will check the registers periodically throughout the day and, if staff do not mark registers they are immediately prompted to do so, the accuracy of the register marks is checked by the Attendance Officer. In cases of suspected internal truancy, the Attendance Manager will perform initial investigations and then refer the issue to the Pastoral and Senior Leadership Team.

Strategies for promoting good attendance

Attendance stages are used to support young people improving their attendance or in some cases returning to school. These stages are in accordance with the Education Act (1996) which states your legal responsibility to ensure your child attends school regularly.

- When a learner has 10 unauthorised absence sessions (5 school days) in a 10-week period the Attendance Manager will notify the Education Welfare Service who may consider issuing a penalty notice.
- If a learner’s attendance drops below 90 percent, the Attendance and welfare officer and Pastoral Manager will track the young person’s attendance, and formal contact will be made with the parents/carers.
- Where a learner has not returned to school for 10 days after an authorised absence or is absent from the school without authorisation for 20 consecutive school days, the school will remove the learner from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.
- The Local Governing Board will receive phase relevant termly updates on attendance and punctuality.
- Learners with 50% attendance or less are classed as severely absent (SA), these learners are discussed with the Education Welfare Service on a biweekly basis.
- The monitoring of the 90% or lower learners will continue at fortnightly intervals and follow the below staged response.

Stage 1 letter - to advise parent/carer that attendance has fallen below 96%.

The Attendance Manager will work closely with the Assistant Headteacher – Culture and Climate to identify learners causing concern. The team will work together to monitor learners with 90% or less in an attempt to resolve any issues and put together attendance support plans for learners/families when required.

Stage 2 letter - Learners affected will be closely monitored and if significant improvements are not made, parents will be given the opportunity to attend a school-based attendance support plan meeting. The support plan meeting will be run by the Attendance Manager and the relevant Pastoral Manager for the year of the learner. During this meeting, the reasons for absence will be analysed and support offered by the school to help improve attendance/punctuality. Medical evidence may be requested at any stage to support a learner's absence if attendance is below 96%. This requirement is removed once a learner is sustaining attendance levels above 96%.

Stage 3 pre-legal meeting - If the learner's attendance does not significantly improve over the next four weeks a Pre-Legal Meeting will be held with the Assistant Head – Culture and Climate, Attendance Manager, and a member of the Governing Body.

Stage 4 - If a learner continues to achieve attendance of 90% or less despite the above procedure being followed, then the Attendance Manager will refer the learner to the Education Welfare Service who would then compile the case for the Local Authority legal team. This is the statutory responsibility of the Local Authority.

*The staff involved in attendance across the Academy will be expected to contribute to the LA legal case and will therefore undergo regular training to remain up to date with expectations.

Headteacher Authorisation of Absence

Parents are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is not an entitlement.

Headteachers will not authorise absences if they believe it is to the detriment of a child's education.

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday. Learners are in school 190 days out of 365, this leaves 175 days for holidays.

If your request is authorised, you are required to ensure your child catches up on any missed schoolwork. This is your responsibility and school are not obliged to provide work for your child to complete. Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

Exceptional Circumstances

The headteacher will only grant a leave of absence to learners 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 learner 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 21 days before the absence where possible. An 'Exceptional Absence Request Form' which can be requested from the attendance team attendance@holderness.academy and

should be returned to the same email address. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Physical or mental illness and medical/dental appointments with supporting evidence
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learner’s parents/carers belong. If necessary, the school will seek advice from the parents’/carers’ religious body to confirm whether the day is set apart
- Traveller learners 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 learner is attending educational provision

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.

Legal Action to Enforce School Attendance

Local authorities and schools can fine parents/carers 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/carer must pay the local authority £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment.

A third penalty notice cannot be issued within the three-year period; therefore, the local authority will deal with any further unauthorised leave through prosecution.

In line with statutory guidance ([working together to improve school attendance](#)) headteachers will decide whether it is appropriate to issue a penalty notice for any learner where their attendance meets the national threshold for issuing a penalty notice

The decision on whether to issue a penalty notice may consider:

- 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 learner is found in a public place during school hours without a justifiable reason

As stated at the start of this policy, the school is committed to building strong relationships with families to ensure learners have the support in place to attend school. With this in mind, the Headteacher will not issue penalty notices where they are of the view that:

- The parent/carer is working proactively with the school to improve their child’s attendance
- Issuing a fine would be counterproductive.

Maintaining high standards of punctuality

The Academy endeavours to ensure parents are aware that children need to arrive promptly for school session times and if punctuality becomes an issue, parents will be required to attend a meeting with the Assistant Headteacher- Culture and Climate, to discuss the challenges they are facing. Any learners that are not in the school building by 8.30am will receive a sanction for late arrival. Learners will be reminded of the sanctions on their first lateness and any further lateness' to school thereafter during the half term (see Behaviour Policy); this will reset every half term.

Truancy

Truancy means any active decision to not attend school or lessons (internal truancy).

- Immediate action will be taken when there are any concerns that a learner might be truanting. Staff will use the alert function on Arbor to notify key staff members.
- If truancy is suspected, the Pastoral and Senior Team will be notified and they will contact the child's parents / carers, to assess the reasons behind the child not attending school or their lessons.

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

- Parents / carers will be contacted informing them of the truancy
- Learners who truant internally will be removed from circulation and parents/carers will be informed

Children Missing from Education

Tracking learners who are missing education is a statutory duty shared between all schools and the Local Authority and all schools follow the locally agreed policy on this matter. Any learners who have not attended school, without a parental reason being provided for their absence, for ten school days or more will be referred to the Local Authority. If you are moving your child to another school, they should continue to attend until they start at the new school, or we will follow this up as a non-attendance issue. If you think you have moved/are moving too far away for this to be possible, please speak to us and we will advise you. We will need full details of your new address.

Children Absent from Education

The updates to KCSiE in September 2023 clarify that learners being absent from school, as well as missing from education can be warning signs of a range of safeguarding concerns, including sexual abuse, sexual or criminal exploitation. Weekly meetings take place with the Safeguarding Manager, Attendance and Welfare Manager and each Pastoral Manager to discuss potential links and individual learners' safety and welfare.

Elective Home Education

Elective Home Education is the term used by the Department of Education to describe parents' decision to provide education for their children at home instead of sending them to school.

This is different to home tuition provided by a Local Authority or education provided by a Local Authority other than at a school.

Parents' legal duty is set out in Section 7 of the Education Act 1996 as follows: 'It is the duty of parents of every child of compulsory school age "to cause the child to receive efficient full-time education suitable to his/her age, ability and aptitude and to any special educational needs he/she may have either by regular attendance at school or otherwise".'

Further information for parents considering educating their child at home is available from: <http://www2.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/elective-home-education/>

Appendix 1- List of attendance codes

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are:

		<ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2- Key School Contacts

Name	Role	Email
Thomas Briggs	Assistant Headteacher and Designated Safeguarding Lead (DSL)	Briggst@holderness.academy
Angela Ruston	Safeguarding Manager and Deputy DSL	Rustona@holderness.academy
Paula Jennings Katie Roebuck	Attendance and Welfare Officer Attendance Assistant	Attendance@holderness.academy