



Roebuck Academy

Attendance Policy 2025

Reviewed January 2025

Next review due: January 2026

Aims

Roebuck Academy is committed to achieving excellent levels of attendance for individual children. Underpinning this commitment is the belief that if children attend school regularly and punctually they will be best able to take full advantage of the educational opportunities available to them.

Roebuck Academy aims to maximise attendance rates in order to ensure that all students are able to take the fullest advantage of the learning experiences available to them. Roebuck Academy will work closely together in partnership with parents and carers to achieve excellent levels of school attendance and punctuality for all pupils.

Statutory Framework

Under Section 199 of the 1993 Education Act, a pupil is required to attend regularly at the school where he/she is a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised (see below).

School Opening Times

- Breakfast Club opens at 07.30 am
- Registration is at 09.00 am.
- Pupils should not arrive at school before 08.45 am. School finishes at 3.15pm.
- Afterschool Club finishes at 6.00pm

Parents

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at school. Parents whose children are registered at school are responsible for ensuring that their children attend and stay at school

Parents are also responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school by 9.30am.

A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is forthcoming from the parent. Staff will endeavour to encourage good attendance and punctuality through personal example.

Attendance is the responsibility of all school staff. The school will employ a range of strategies to encourage good attendance and punctuality and will promptly investigate all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently. Parents will be informed by the school in the first instance if children are late.

Parents should:

- Ensure that their children arrive at school on time, properly dressed and ready to learn
- Instil in their children an appreciation of the importance of attending school regularly
- Ensure that they are aware of the attendance policy at Roebuck Academy
- Impress upon their children the need to observe the school's code of conduct
- Take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings
- Work in partnership with the school to resolve issues which may lead to non-attendance
- Notify the school each day by 09.00 am if possible (09.30 am at the latest) if their child is to be absent. This can be calling the school office and leaving a message on the absence messaging service, text or email
- Sickness notes are expected on the first day of the child's return to school
- If a child is sick or has diarrhoea, parents should keep them off school for a period of 48 hours after the last bout of illness. Parents should use this time to monitor them carefully. If they think they have been sick for reasons such as over-eating, coughing, over-exertion etc.
- Avoid arranging medical/dental appointments during school hours. Avoid booking holidays in term time with a reminder that there are 13 weeks holiday annually
- Ensure that the school are informed of any changes of contact details

Roebuck Academy - Responsibilities

Roebuck Academy is responsible for supporting the attendance of their pupils and for dealing with problems that may lead to non-attendance. The school will call attendance registers at the start of the morning session and at the start of the afternoon session to record whether pupils are present, absent

or on an approved educational activity. For pupils of compulsory school age, Roebuck Academy will differentiate in the registers between absence that is authorised and absence that is unauthorised.

Roebuck Academy will:

- Work actively to maximise attendance rates - both in relation to individual pupils and for the pupil body as a whole.
- Have clear policies in place to address persistent absence (less than 90%).
- Support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance.
- Produce school attendance policies which are consistently applied and clearly communicated to all parents, pupils and staff
- Enforce the 48-hour rule for all sickness and diarrhoea. If there is a particularly persistent bug in school causing lots of children to be absent we will notify parents/carers.
- Provide a safe learning environment.

- Maintains registers of attendance in accordance with Local Education Authority (LEA) guidelines.
- Will follow up all instances of poor attendance and punctuality through half termly meetings and reviews. Letters will be sent to parents with children with low attendance. (Appendix B1 and B2)

Registers - Retention

Roebuck Academy will keep registers in a secure place for a period of not less than 3 years. Registers should be made available for inspection by Attendance Improvement Officers when requested.

Punctuality

Roebuck Academy will take steps to actively encourage excellent levels of punctuality. Lateness should be monitored and followed up.

School policies and the school website will clearly state the time at which each school session begins and finishes, including the time at which registers open and close.

When a pupil arrives late and the register is still open they should be marked as 'late' but counted as present for that session.

When a pupil arrives after the register has closed and provides a satisfactory explanation, They should be marked as 'authorised absent' for that session using the correct code.

When a pupil arrives after the register has closed and fails to provide a satisfactory explanation, they should be marked as 'unauthorised absent' for that session. (Code U)

When a pupil arrives late having missed registration, Their presence on site should be recorded using the Entry sign in system at the school office.

Registration

Electronic registers will be called promptly at 9:00 am and at 1:00 pm or 1:30pm (Key Stage 2), and will be marked in accordance with the list of symbols as set out in the register codes on ARBOR. Class teachers will take registers in each of their classes. Registers will close at 9:05 am and at 1:05pm /1:35 pm. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Pupils who arrive after the registers have closed should report to the main office and sign into the entry system which will record the pupil as arriving late. (We will subsequently amend the electronic register entry to read 'late').

If a pupil is persistently late, the attendance improvement officer will contact the parents. Parents are reminded that if a child arrives in school after the registers have closed and an acceptable explanation is not forthcoming, the pupil has to be recorded as 'unauthorised absent' for that session.

The Headteacher, in consultation with the Attendance Improvement Officer and the Deputy Headteacher, (The Attendance Team) will inspect all registers each half-term in order to ensure that correct procedures are being followed.

Attendance software enables the attendance lead to maintain very up-to-date records. The attendance lead reports weekly to the Headteacher on attendance.

Procedures for Following up Absence – First Day response

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day response absence text/email will be sent at 9:30am. If there is no response from the parent or carer to the school to notify of absence a phone call from the Attendance officer will then be made to parents at 10:00am. If no response is established then the Attendance officer will contact other emergency contacts provided to establish a reason for absence. If there is still no response, a visit to the house will be made and / or a request for a Police Welfare Check will be made in accordance with advice in Keeping Children Safe in Education. This all happens on the first day of unknown absence.

On establishing a reason for absence, the parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on the first day absence sheet and this is filed in the absence folder. The Attendance Officer must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the Attendance Improvement Officer has not been able to contact parents after 2 days then the absence is recorded as unauthorised and other agencies informed as appropriate.

- If a child is absent from school with sickness/ diarrhoea, Roebuck enforces a 48-hour absence from the last bout of illness.
- If a pupil is persistently (or intermittently) absent, the Attendance Officer will write to the parents and invite them to attend a meeting at school with the Attendance Officer and or/ Deputy Headteacher / Headteacher / Education Welfare Officer.
- If a pupil is persistently absent (or late) and the school's efforts to affect an improvement have been unsuccessful, the situation will be referred to the LAAO (Local Authority Attendance Officer). A meeting will be arranged to discuss attendance and assist in identifying why a pupil is persistently absent and help put effective plans of action in place. (Appendix F)

This could result in a fixed penalty notice (Subsection (1) of Section 23 of the Anti-Social Behaviour Act) or legal action (Education Act 1996).

- Notes from parents will be kept in the Attendance Improvement Officer's record keeping log. All messages regarding absence/lateness are to be recorded.

Leaving and returning to school during the day

All pupils leaving school during school time must be collected from the school office, where the parent will need to sign them out using the Entry sign out system. When returning to school parents need to sign their child in to school using the Entry sign out system at the school office.

If a child needs to attend a medical/dental appointment, please provide the school office with an appointment letter/card in all instances. Any absence without evidence will not be authorised.

Authorised/Unauthorised Absence

The school will rightly prioritise attendance. Absences will not be granted during term-time and will only be authorised in exceptional circumstances. The decision to authorise the pupil's absence is wholly at the Headteacher's discretion based on their assessment and merits of each request. If an event can be reasonably scheduled outside of term-time then it would not be normal to authorise absence for such an event- holidays are therefore not considered 'exceptional circumstances'.

Absence can be authorised if:

- The pupil was absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or proprietor of the school'). The pupil was ill or prevented from attending by any unavoidable cause.
- Absences to visit seriously-ill relatives or for a bereavement of a close family member are usually considered to amount to 'exceptional circumstances', but for the funeral service only, not for extended leave.
- Absences for important religious observations are often considered but only for the ceremony and travelling time, again, not for extended leave. This is intended for one-off situations rather than regular or recurring events.
- The pupil is involved in an exceptional special occasion (e.g. if a pupil is attending the graduation of an older sibling)
- Medical/dental appointments will be authorised but only with evidence of the appointment - we do advise appointments are made out of school hours. If appointments are made in school hours we do expect the child to return to school if in the middle of the school day.
- There is a life threatening or critical illness of a parent or sibling of the pupil.

Absence should be unauthorised if:

- No explanation is forthcoming.
- The school is dissatisfied with the explanation.
- The pupil stays at home because other siblings are unwell (the guidance suggests that absence in such cases should only be granted in exceptional circumstances).
- The pupil is absent for unexceptional special occasions (e.g. a birthday).
- The pupil is away from school on a family holiday. The Headteacher will make the decision on whether an absence is authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time. If a child is taken out of school without the Headteacher's authorisation, it will be recorded as an unauthorised absence.

Responsibilities of the AIO – Attendance Registers

If the allocated LAAO is concerned that a school's registers have not been kept in accordance with the requirements of the relevant regulations he/she will:

- notify the headteacher of the concern and suggest that the matter is addressed

- if no appropriate action is taken by the school, and the LAO remains concerned, the Attendance Team Manager will address the concern with the headteacher
- if the matter still remains unresolved, the Attendance Team Manager will write to the Headteacher formally noting the concern. A copy of this letter will be sent to the relevant ISL Area Manager and the County Lead for Behaviour and Attendance.

Holidays

The school believes that holidays during term time have a negative effect on progress and learning. Therefore, parents are strongly urged to avoid taking family holidays during term time. Department for Education guidance states that holidays which are taken for the following reasons should not be authorised:

- availability of cheap holidays;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods;
- overlap with beginning or end of term
- holidays won in competitions;
- visiting relatives living in different parts of the country or abroad; and
- family weddings requiring longer than one day. This is a general list and not exhaustive.

All parents requesting absence from school will be required to complete an absence form (Appendix C) four weeks before the event and may have to meet with the Deputy Headteacher / Headteacher prior to any absence. Applications should be made before leave is arranged as absences will not be granted retrospectively. (Appendix D)

Strategies for Promoting Attendance

- Roebuck Academy will offer an environment in which pupils feel valued and welcomed. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.
- A broad and balanced curriculum will be offered to all pupils. Every effort will be made to ensure that learning objectives are matched to pupils' needs.
- Best weekly attendance (class) will be rewarded with an additional playtime.
- Attendance data will be regularly collected and analysed in order to help identify patterns, set targets, correlate attendance with achievement, and support and inform policy/practice.
- Class and whole school attendance will be published regularly in the school newsletter.
- Pupils whose attendance is a cause of concern, will be set targets for improvement. The AIO will review these with parents and carers.
- Parents will be regularly reminded (via newsletters, the school prospectus, parents' evenings, etc) of the importance of good attendance.
- Pupils who are absent through sickness for any extended period of time will (when appropriate) have work sent home to them.

- The Headteacher will report to the school's governing body on attendance matters and will include attendance data on the termly reports to governors.
- The Headteacher will, when appropriate, liaise with other agencies - Educational Psychology Service, Social Services, Child and Family Guidance, etc - when this may serve to support and assist pupils who are experiencing attendance difficulties.
- The Headteacher and Attendance Officer will have regular meetings with the school's Attendance Improvement Officer in order to identify and support those pupils who are experiencing attendance difficulties.
- The school's Attendance Improvement Officer will meet with the LAAO to advise on strategies to improve attendance and review persistent absences.

Responsibilities – LAAO (Local Authority Attendance Officer)

The Local Authority Attendance Officer (LAAO) fulfils the statutory duty of the County Council in enforcing regular school attendance. In doing so it enables schools and parents to meet their respective responsibilities.

Roebuck Academy is allocated an LAAO who will work in close partnership with the school.

In working closely with schools, the LAAO will offer the following services:

Consultation Visits

Consultation visits by the LAAO will be allocated according to need. Need will be identified using the school annual DfE Absence data. The purpose of the consultation visit will be to:

- Identify pupils who are experiencing attendance difficulties. This will include the regular examination of attendance registers
- Agree on focused, time-limited action which needs to be taken by the school and/or the LAAO. Before accepting a referral, the LAAO will expect school staff to have first undertaken some preliminary work themselves, e.g. action by the class teacher or attendance leader, contact with parents, etc.
- Feedback and exchange information in relation to work which has been undertaken by the LAAO and/or the school
- Identify areas of concern and of good practice in relation to attendance matters
- Advise the school on strategies for improving attendance
- Assist schools in identifying PA pupils and those at risk of becoming PA and ensuring that effective plans of action are in place
- Casework - LAAOs may undertake early intervention (pre-referral) work prior to a case being accepted. This may include the following:
 - Telephoning or writing to the parents about their child's absences or lateness
 - Attending a meeting with parents arranged by the school to emphasise the need for good attendance and the possibility that, if there is no improvement, the LAAO will become formally involved.

- Once a case has been accepted, the LAAO will undertake direct work with pupils and their parents. This can include:
- Arranging meetings between the school, parents and pupils
- Making home visits to assess the situation and determine what action needs to be taken
- Offering specific support to parents and individual pupils, either at school or elsewhere
- Facilitating meetings
- Enabling the pupil and parents to access appropriate support from other services and agencies through the use of Integrated Practice/Common Assessment process
- The LAAO may also arrange for the pupil to receive specialist support such as counselling or group work.

The Use of Legal Action

If a parent fails to register a child of compulsory school age at a school (and he/she does not intend to educate the child otherwise than at school). The LA will serve a School Attendance Order under Sections 437 - 439 of the Education Act 1996.

If a pupil, who is registered at a school, fails to attend that school regularly without a legitimate reason and attempts by the LAAO and the school fail to secure that pupil's return to regular attendance, the County

Council will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the pupil under Section 36 of the Children Act 1989 will be applied for.

Any exceptional mitigating circumstances relating to the pupil's absence will be considered, when considering legal action. 'Exceptional mitigating circumstances' will be determined by the Central Attendance and Employment Support Team Manager on behalf of the County Lead for Behaviour and Attendance. If 'exceptional mitigating circumstances' are not deemed to exist, then cases which remain open for more than 24 weeks will be referred for legal action. Legal action will, however, be taken earlier when appropriate.

If, after legal action has been taken, the child still fails to attend school regularly the LAAO will keep the case open and will, if appropriate, take further legal action at a subsequent date.

In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the LAAO team will promptly begin legal proceedings because no other course of action is available.

The Central Attendance & Employment Support Team Manager on behalf of the County Lead for Behaviour and Attendance will give approval before legal proceedings are commenced.

The Attendance Team will consider applying for an Education Supervision Order when a parent finds it difficult to exercise an effective influence over a child who has developed a pattern of poor attendance. Education Supervision Orders will not usually be applied for in relation to pupils in Years 10 or 11.

Before an application is made for an Education Supervision Order:

- Other possible means of dealing with the pupil's poor attendance will be explored
- The attitudes of the parent and pupil towards the poor attendance, and their wishes as to how it should be dealt with, will be noted
- The LAAO will be of the view that the Order will have a significant effect on the pupil's attendance at school

National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent/carer may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent/carer is found guilty in court, they will receive a criminal conviction.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. **The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.**

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Hertfordshire Code of Conduct, in respect of each parent believed to have allowed the absence.

At Roebuck Academy 'exceptional circumstances' will be interpreted as:

The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The headteacher/school may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parent/Carers are however advised to read with their children and encourage them to write a diary while they are away.

Deletion from Roll

A pupil's name may not be deleted from the attendance register unless it has also been deleted from the admissions register. Full details are contained in regulation 8 of The Education (Pupil Registration) (England) Regulations 2006 (as amended) When a pupil's name is removed from the admissions register the school must notify their local Attendance Team. This duty extends to academies. A pupil of compulsory school age should have his/her name deleted from the admissions register when:

- the pupil is registered at the school in accordance with the requirements of a School Attendance Order and another school is substituted by the LA for that named in the Order or the Order is revoked
- the pupil has been registered at another school. (Schools can register Traveller children even if they are on the roll of another school. The school the child normally attends is the base school; the other registration is temporary)
- the school has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- the pupil has ceased to attend the school and no longer lives within a reasonable distance of the school
- in the case of a pupil granted leave of absence, the pupil has failed to attend the school within the 10 school days immediately following the last day of absence which was granted and the school is not satisfied that the pupil is unable to attend the school due to sickness or any unavoidable cause and both the school and the local authority have failed, after reasonable enquiry to locate them
- the pupil is certified by the School Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age
- the pupil has been continuously absent from school for a period of not less than 20 school days, the absence is unauthorised, and there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause and both the school and the AIO have failed, after reasonable enquiry, to locate them
- the pupil is serving a custodial sentence of four months or longer and the head teacher does not have reasonable grounds to believe that the pupil will return at the end of that period.
- the pupil has died
- the pupil will cease to be of compulsory school age before the school next meets and the relevant person has indicated that the pupil will cease to attend the school or the pupil does not meet the academic entry requirements for admission to the school's sixth form. (All registered pupils are required to remain at school until the leaving date - last Friday in June. "At school" includes for these purposes approved educational activities undertaken off site, including work experience).
- the pupil has been permanently excluded and the exclusion has been upheld
- the pupil has been admitted to the school to receive nursery education and has not on completing such education transferred to a reception class at the school
- the pupil attends a special school and the LA gives consent for their name to be removed

- the pupil is a boarder at a maintained school or Academy and charges for board and lodging are payable by the parent of the pupil; and the charges remain unpaid by the pupil's parent at the end of the school term to which they relate. If a school is told that a pupil is leaving to attend another school, staff at the school of departure should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school should complete form EWN1 and return it to the local Attendance Team office. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed. If a school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be drawn without delay to the attention of the Children Missing Education Officer by telephoning 01992 556867 or by written referral to CME Officer, Central Attendance & Employment Support Team, Room 134, CHO 135, County Hall, Pegs Lane, Hertford SG13 8DF. Further guidance and a referral forms are available at [www.thegrid.org.uk administration/pupil welfare/attendance](http://www.thegrid.org.uk/administration/pupil_welfare/attendance). Responsibilities of the AIO – Attendance Registers

Administrative Codes (Appendix A)

Summary of Attendance Codes and Meanings

September 2024

SAPT Attendance Code Summary – September 2024 1

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder).

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

1.

If a pupil is present in school the following codes from table 1 should be used

Code	Description	Meaning
/	Present AM	Present
\	Present PM	Present
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed
B	Attending any other approved Educational Activity	Approved Education Activity
C	Leave of absence exceptional circumstances	Authorised absence
C1	Leave of absence exceptional circumstances- performance/	Authorised absence
C2	Leave of absence – compulsory school age pupil subject to part time timetable	Authorised absence
D	Dual Registration (i.e. present at another school or PRU)	Approved Education activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (Not agreed or days in excess of agreement)	Unauthorised absence
I	Illness (Not medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers close)	Present
M	Medical or Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
P	Approved sporting activity	Approved Education Activity

Q	Unable to attend school because of lack of access arrangements	Not a possible attendance
R	Religious observance	Authorised absence
S	Study Leave	Authorised absence
T	Travellers absence	Authorised absence
U	Late and arrived after the registers have closed	Unauthorised absence
V	Educational Visit or trip	Approved Education Activity
W	Work Experience (not work based experience)	Approved Education Activity
X	Non – Compulsory School age pupil not required to attend school	Not counted in possible attendance
Y	Partial and forced closure	Not counted in possible attendance
Y1	Unable to attend due to transport normally provided not been available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
Z	Pupil not yet on roll	Not counted on possible attendance
#	School closed to all pupils	Not counted in possible attendance

There are several administrative codes which will not be counted in the school census. They will only be used in the circumstances below:

Unable to attend due to exceptional circumstances (code Y) This code is collected in the school census for statistical purposes but is not counted as a possible attendance. It may be used when:

- The school site, or part of it is closed due to unavoidable cause: or
- The transport provided by the school or the local authority is not available and when the pupil's home is not within walking distance: or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school

Not required to be in school (Code X) Is used to record sessions that non –compulsory school age children are not expected to attend

Pupil not on admission register (Code Z) enables schools to set up registers in advance of pupils joining the school to ease administration burdens.

Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

- Planned whole or partial school closure (Code #) should be used for closures that are planned or known in advance e.g. holidays, curriculum planning/training days (up to five per year) or the use of the school as a polling station
- Different Term Dates for Different Pupils (Code #) can also be used to record staggered starts or induction days. This is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year

Approved Off-Site Educational Activity

Pupils who are engaged in off-site educational activities should be recorded as attending (or absent from) an approved educational activity using the appropriate code.

The key features of approved educational activity are that they must be:

- educational
- approved by the school
- supervised by the school or someone authorised by the school

A pupil should be recorded as approved educational activity if they are attending:

- a field trip or educational visit (Code V)

An approved sporting activity approved by and supervised by someone authorised by the school (Code P)

The pupil is attending an interview with a prospective employer, or another educational establishment (Code J)

An off-site educational activity (Code B)

Note: The **B code must not** be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools are ultimately responsible for the safeguarding and welfare of pupils educated off-site. In using the B code schools are certifying that the education is supervised and measures have been taken to safeguard pupils.

Dual Registered – at another educational establishment (Code D)

Note: This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used where pupils are attending as ESC, hospital or special school on a temporary basis or for Gypsy, Roma and Traveller children are known to be registered at another school for the session in question.

Each school should only record the attendance/absence for those sessions where the pupil **is expected** to attend. Schools must ensure that they follow up all absence in a timely manner.

Flexi-schooling

Head teachers can agree to flexi-schooling arrangements where the parents take on the responsibility for their child's education for part of the school week. Head teachers are advised to consider any such requests from parents very carefully before agreeing to them and are advised to draw up a written agreement with the parent. Where agreement has been reached, pupils should be marked authorised absent from school during periods when they are receiving home education. (C)

Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs. A part time timetable must be time limited and must not be treated as a long-term solution. The school should mark the sessions where the pupil is not expected to attend as authorised absence. (C) The Local Authority must be informed of Part Time Timetables within 5 days of it being introduced, more information available from www.thegrid.org.uk/info/welfare/attendance.shtm

Children Missing Education

Guidance is taken from Children Missing in Education Statutory Guidance August 2024 which can be found on

<https://www.gov.uk/government/publications/children-missing-education>

Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be entered from the beginning of the first session. If a pupil fails to attend on the agreed date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. Schools must monitor pupils' attendance through their daily attendance register. Schools should agree with their local authority the intervals at which they will make a return to the local authority (an 'attendance return') with the details of any pupil of compulsory school age who has failed to attend regularly (excluding where they were out of school and attending an approved educational activity covered by codes D, K, V or B), or has been absent for a continuous period of ten school days where their absence had been recorded with one or more of the codes statistically classified as unauthorised (G, N, O and/or U).

Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority. Where a pupil has not returned to school for ten consecutive school days after a leave of absence or is absent from school for reasons statistically recorded as unauthorised absence for twenty consecutive school days, the pupil's name can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to find out the location and circumstances of the child or have succeeded but agree there are no reasonable grounds to believe that they will attend the school again. In deciding there are no reasonable grounds to believe the pupil will attend the school again both school and local authority must agree, including that there are no reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance. Neither ground for deletion applies if there are reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance. Maintained schools have a safeguarding duty¹⁹ in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty²⁰ for their pupils. Further information about schools' safeguarding responsibilities can be found in the Keeping children safe in education statutory guidance.

Roebuck Academy monitors attendance:

- Daily
- Weekly
- Half Termly
- Termly
- Annually

Medical Evidence Requested for all Medical Appointments

Action plans are put in place following meetings with the parent/carer.

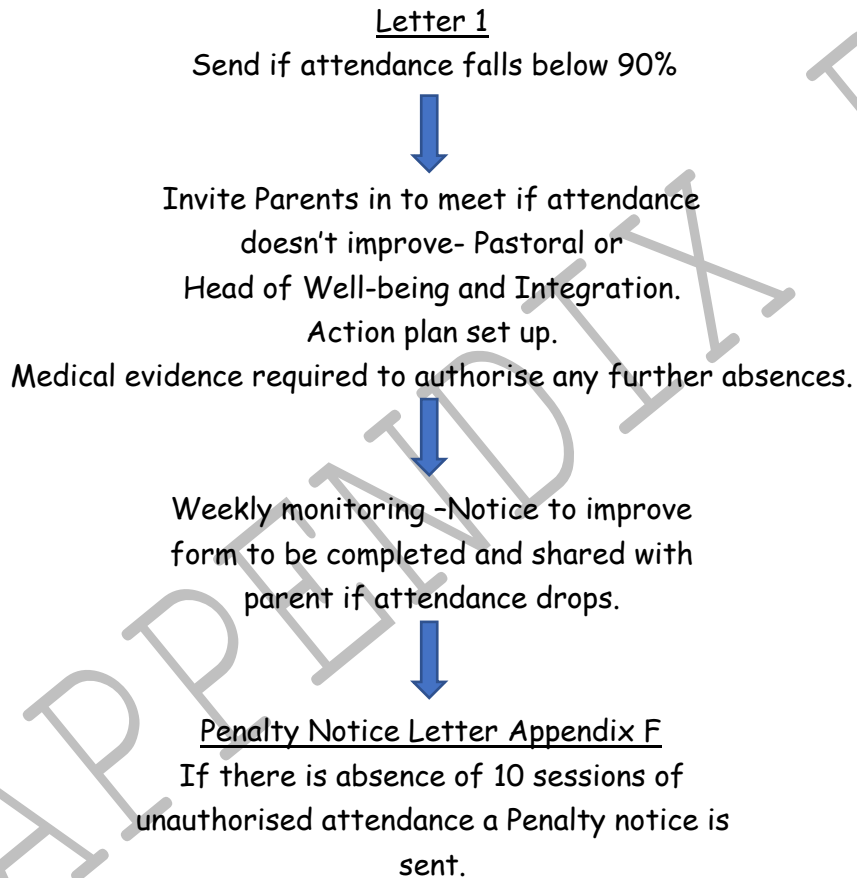
Additional Documents:

Relevant legislation on www.legislation.gov.uk

- The Education (Pupil Registration) (England) Regulations 2006
- Penalty notices for unauthorised breaks/ holidays- <https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/penalty-notice-for-unauthorised-absenceholiday>
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002 • The Education (School Day and School Year) (England) Regulations 1999 • The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006 Other DfE guidance
- Parental responsibility measures for school attendance and behaviour
- Children missing education
- Keeping children safe in education Date: September 2024

Written by: Carla Johnson Attendance Leader at Roebuck Academy

ATTENDANCE - FLOW CHART FOR PROCESS



PUNCTUALITY

Students who arrive after.... should be unauthorised for that session.

After 2 sessions an Appendix A can be sent out; no need to follow above system.

Date

Dear Parent

Our records show that since the beginning of this academic year XXX's attendance is now XXXX. This level of attendance is below the school's minimum target of 90%.

We understand that some absence due to illness may be unavoidable. As a school we need to make sure parents are aware of their child's attendance percentage.

Ongoing poor attendance is a factor often linked to low levels of academic success. Many pupils have difficulty maintaining friendships if they have long or numerous periods of absence.

We wish to help XXXX to improve his/her attendance. If you would like to discuss his/her attendance please contact myself on 01438 311937 and I will be happy to talk with you and if required arrange a meeting.

We would appreciate your support to make sure his/her attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your co-operation.

Yours Sincerely

Mrs C Johnson
Pastoral Support and Attendance Worker

Application for Leave of Absence from School during term time.

Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school for the reasons detailed below (further information can be attached if required).

Pupil's full name	
Pupil's Date of Birth	
Year Group	
Class / Registration	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

Please be aware, as per our school's attendance policy and the Hertfordshire published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states **permission can only be granted if:**

1. An application has been made in advance by the parent the child normally lives with; and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

Reason for request including why you believe your circumstances to be exceptional. (Further details may be attached to this form)

If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below
Pupil's name, name of school and school telephone number:

Full name of person making request (note request must be made by a parent who the pupil normally lives with)	
Relationship to child	
Full address and postcode (if different from child's above)	
Signature	
Date	

Re: Response to Application for Leave of Absence from School during term time

Dear	
-------------	--

Date of response from school	
Date application received by school	

Pupil's full name	
Pupil's Date of Birth	
Year Group, Class / Registration	
Pupil's full address and postcode	
Pupil's percentage attendance year to date	
Number of sessions absent this academic year (total)	
Number of which are authorised	
Number of which are unauthorised	

Has this pupil had any previously recorded unauthorised leave of absence?	
Was a Penalty Notice Fine requested as a result?	
Are you aware of <u>any</u> Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?	

School response to parent/s request for leave of absence

Number of requested sessions authorised	
Number of requested sessions unauthorised	
Date pupil required to return to school	

Headteacher Signature	
Headteacher Name	
Date	

Parents Address

Date

Dear

The Education (Penalty Notices) (England) Regulations 2007

Pupils name - Registered pupil at Roebuck Academy

This is a formal warning that you are at risk of being in breach of the regulations stated above. ??? will be absent from school due to ????? , for a period of ??? half day sessions, and the absence has not been authorised.

Should the number of unauthorised absence sessions reach 10 or more in the current and/or previous term you will be in breach of the regulations and the Local Authority may issue you with a penalty notice.

The notice requires you to pay a fine of £80 within 21 days, rising to £160 if paid after 21 days but within 28 days. Each parent is liable to pay a separate penalty and penalty notices are issued for each child to whom the absence relates.

Payment of the penalty enables you to discharge your liability for the offence for the period in question of failing to ensure your child's regular attendance at school. (Section 444, The Education Act 1996).

Failure to pay the penalty means you are liable to prosecution for the offence, by summons to appear before the local Magistrates Court. On conviction you may be liable for a fine of up to £2500 per parent. This is a criminal offence which carries a criminal record.

If you fail to ensure your child attends regularly and 10 sessions of unauthorised absence is reached a penalty notice will be issued. You will not receive a further warning before the penalty is imposed.

If you believe there are legitimate reasons for your child's absence please contact me within 5 working days to discuss the matter.

Yours sincerely,

Mrs A Mari

Headteacher

Address

Dear

RE: Pupil Name (Date of birth) - School Absence Notice to Improve

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice "the pupil") who is a registered pupil at Roebuck Academy.

The school have offered support to you and your family to try and help improve «Students_Name's» attendance, including:

Please find below some examples of interventions schools may have implemented. It is expected that schools will amend and/or add to include only those interventions relevant to this specific pupil, ensuring that the wording in this section is bespoke and demonstrates the support first approach expected by the DfE Working Together to Improve Attendance. Please use PN Checklist to support you in considering actions.

- **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having. Please provide some specific dates and evidence if not contacted every day child was absent.
- **Letters and/or emails dated XXXXX.** The school wrote to you, letting you know about «Students_Name's» attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
- **Inviting you to (an) Attendance Support Meeting(s).** The school invited you to (a) meeting(s) to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. Our school attendance policy makes clear the consequences, should your child continue to have unauthorised absence and/or you did not effectively engage with the support offered.
- **Offered a Families First assessment.** please explain if engaged or not engaged and the outcome of any support.
- **Devising an Attendance Contract** designed to support you to ensure that «Students_Name's» attendance improved and to prevent further unauthorised absences from being recorded.
- **Offered Reasonable Adjustments.** Please provide evidence of what this was offered and engagement.
- **Referrals to the following support services:** INSERT NAMES OF SUPPORT SERVICES TO WHICH REFERRALS HAVE BEEN MADE

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» (NB. Start date and end date period should not exceed ten school weeks) the pupil failed to attend regularly at «School/Alternative Provision_Name», which resulted in 10 sessions (half days) or more of unauthorised absence being recorded. Please see the attached registration certificate for details.

You now have 6 school weeks in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any further unauthorised absences

recorded. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

Please note that, if you receive further penalty notices in relation to the unauthorised absence patterns of a child for whom you hold parental responsibility/day-to-day care and responsibility or you are prosecuted under section 444 1/1A Education Act 1996, you may not be eligible for further penalty notices and your case may automatically proceed to prosecution.

Please visit the Hertfordshire County Council website and search for “penalty notices” for more information about the penalty notice fine levels and maximum penalty notice limits which are detailed within the Hertfordshire Code of Conduct.

N.B. Your case may be put forward for a penalty notice/prosecution as soon as a further unauthorised absence is recorded for «STUDENT_NAME».

More information regarding this notice can be found in the attached information leaflet for parents. If you wish to discuss this notice, or discuss what further support is available, please do not hesitate to contact our team as soon as possible using the contact details below:

Contact Name: xxxx

Email address: xxxx

Telephone number: xxxx

Yours sincerely

Mr A Mari

Headteacher

Encl: 'Helping parents to understand Penalty Notice Fines for School Attendance

Improving Attendance – Action Plan

Date of Action Planning Meeting:

Name of Pupil:		Class:
Name of Parent(s)		Contact no. of parent(s):
Year Group:		Current Attendance:
Reasons for Absence:	Illness	
	Friends/Peers	
	Teaching/Learning	
	Getting to school	
	Family	
	Other	
Strategies to improve attendance		
Target Attendance for period ending:		
Target Attendance for period ending:		
Target Attendance for period ending:		
Target Attendance for period ending:		
Review dates:		
Review dates:		
Review dates:		
Review dates:		

	Strategy	Comments	Dates (from/to)
	Parents		
1	Alarm clock/get up earlier		
2	Change in bedtime routine		
3	Do not book holidays in term time		
4	Provide rewards/privileges for good attendance		
5	Young person to visit GP		
6	Provide assistance with getting to school		
7	Meet the class teacher on the playground		
8	Phone school if absence or possibility of being late		
	School		
9	Send regular attendance updates via School gateway		
10	Organise a buddy for pupil		
11	Discussion with class teacher		
12	Modification of curriculum/timetable		
13	Reasonable adjustment required		
14	Make a referral to school nurse		
15	Make a referral to ESTMA		
16	Make a referral to AIO(Attendance Improvement Officer)		
17	Reward for good attendance		
	Pupil		
18	Make sure you are ready for school		
19	Discuss any problems with a member of school staff as soon as possible		