

Reach Academy Trust



Attendance Policy 2021-22

Reach Academy Feltham works in partnership with parents, children and the Education Welfare Service in Hounslow to monitor and ensure good attendance for all children.

Attendance is critical to achieving our ambitious vision. We aim to create an environment which enables and encourages all members of the community to reach for excellence. For pupils to gain the greatest benefit from their education it is vital they attend regularly - this policy sets out how we will ensure that pupils will be at the Academy, on time, every day the school is open unless the reason for absence is unavoidable.

Approved by: Executive
Headteacher

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1. Introduction

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Reach Academy Feltham takes the responsibility to monitor and promote the regular attendance of all its students very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within school.

The Governors and staff of Reach Academy Feltham recognise that we have duties under the Equality Act 2010 in relation to the school community to eliminate discrimination, advance equality of opportunity and foster good relations. We believe that the whole school community should take responsibility for attendance. This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed.

The Academy has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to ensure that children attend. All Academy staff are committed to working with parents and students as the best way to ensure a high level of attendance as possible.

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of the policy and practices. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of race equality, equality for disabled persons, gender equality and community cohesion using an appropriate Equality Impact Assessment. The policy may be amended as a result of this assessment.

2. Aims of the Policy

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

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

Attendance - To ensure all stakeholders are aware of the vital importance attendance plays in pupil's wellbeing and achievement

Monitoring - To ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

Punctuality - To ensure all stakeholders are aware of the importance of punctuality and ensure effective monitoring.

Celebration - Promote opportunities to celebrate and reward children for attendance and punctuality achievements

3. Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

4. Roles and responsibilities

4.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy

4.2 The Executive headteacher - Rebecca Cramer

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

4.3 The attendance officer - Jerome Barlow

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

4.4 Class Teachers

[Class teachers/form tutors] are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

4.5 School office staff

[School office] staff are expected to take calls from parents about absence and record it on the school system.

5. Recording attendance

5.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

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

Pupils must arrive in school by 08:25 on each school day.

The register for the first session will be taken at 08:30 and will be kept open until 08:45.

6. Practices to secure good attendance

It is the responsibility of all classroom teachers to take registers accurately within the first five minutes of all lessons (Secondary) and at am and pm registration (primary). The Attendance Officer is responsible for checking that registers are completed accurately each morning, afternoon and during lessons. The Attendance Officer will ensure that where another code is appropriate to denote an absence, that this is altered and recorded in the electronic registration system.

Every morning and afternoon if registers are incomplete or inaccurate the Attendance Officer will email the relevant teacher and copy in the member of SLT responsible for attendance, their LM and the tutor. Persistent failure to complete registers or inaccurate completion will be followed up with SLT meetings and target setting.

It is the teacher's responsibility to ensure that the registers are completed for each lesson – the Attendance Officer's role is to check not complete.

The accuracy of the register is of paramount importance in safeguarding children; to provide a solid foundation for analysis of absence and to support any statutory interventions that may be required. Reach Academy Feltham acknowledges that it is an offence not to maintain accurate registers. Head Teachers may be called to Court as witnesses and explain their registration processes and in particular the marking of a register in question. The Student Registration Regulations, Keeping Student Registers (Guidance on applying the Regulations) and Guidance on the use of the Attendance and Absence Codes will all be read and followed by Reach Academy Feltham (Ensuring Children's Right to Education, DfE).

It is also the role of the Administrative team to ensure that paper registers are printed and kept to hand for circumstances such as the failure of ICT systems or a fire alarm or drill. In these instances it is the role of the Attendance Officer to hand the paper registers to the form tutors, collect them in after the agreed time period taken to complete them and enter the data onto the electronic system at an appropriate time, as close to the closing of the registers as possible.

7. Authorising Absence

7.1 Authorising student absence because of illness:

- If a student is ill and/or unable to attend school for an unplanned reason, the parent/carer needs to contact the school office to inform them before 8.30 am on the first day of absence, and each subsequent day unless the period of absence is definable at the beginning, in which case the parent/carer must inform the Academy of the date of their child's return.
- On the morning of an absence the school Attendance Officer will text the Primary contact asking them to contact the school, in addition at 9am the AO will commence phone calls to all contacts on the child's record to determine why the child is absent.
- If no contact is made after 2 days absence, the schools Attendance Officer and/or Head of Year will conduct a home visit.
- Parents/carers must contact the school office rather than the child's form tutor, Head of Year or any other member of staff.
- Reach Academy will only 'authorise' the student's absence if there is sufficient evidence that the student is not able to be, or should not be in school.
- This means that when the student returns to school within 3-5 days, they need to bring in any one of the following, and give this to the Front Office:
 - a doctor's note;
 - a copy of a prescription/appointment card;
 - a receipt for over the counter medicine.
- If the student does not bring sufficient evidence, their absence will be marked as 'unauthorised'. Persistent unauthorised absences will have further consequences, see Section IV below.

7.2 Authorising student absence for Term-Time Leave:

- Parents/carers need to contact the school Attendance Officer in writing using the Request for Term Time leave form online to request Term-Time leave at least 3 weeks in advance.
- Term-time leave will only be authorised in exceptional circumstances, as our aim is to ensure students do not miss important learning time. Holidays are never exceptional circumstances.
- Parents/carers will be informed if their request for Term-Time leave has been authorised within 1 week of submitting their request.
- If parents/carers decide to take the child on holiday/off school even when this has not been authorised, this will be recorded as an 'unauthorised absence'.
- Details on unauthorised absences are passed onto Reach Academy Feltham's designated Education Welfare Officer (EWO) at the Education Welfare Service (EWS) in Hounslow.
- The EWO will send parents a Penalty Notice Warning Letter (PNWL) if this is the first time in the child's whole school career that they have been referred for taking unauthorised Term-Time leave. If there is a second (or more) time in the child's whole school career that they take unauthorised Term-Time leave, and if attendance has fallen below 92% then the EWO will send parents a Penalty Notice (PN). See details of the PN below:
 - The FPN is £60 (per parent/carer, per child) if paid within 21 days.
 - If paid after 21 days but within 28 days, the penalty is doubled to £120 per parent, per child.
 - If payment is not received, then parents/carers may be prosecuted for the offence and could be subject to a fine of up to £2500.
- In addition, pupils may be removed from the school register if the pupil has failed to return following authorised leave of absence exceeding 10 school days for the purpose of a holiday providing all of the following three conditions are fulfilled:
 - The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted
 - There are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause
 - Both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child's whereabouts.

- The EWS statutory process, outlined above, highlights how seriously the Local Authority takes unauthorised Term Time leave. We advise parents to take this into account and avoid planning holidays during Term Time.
- Pupils are entitled to two days authorised absence for religious observance per academic year. Parents should complete the online form as well as telephone the Front Office to advise when these days will be taken. Front office will record this on a spreadsheet shared with the Attendance Officer.

7.3. Absence for three consecutive days:

If a student has missed school for a consecutive period of three days, and we have had no contact with the parent/carer during this time, we will refer the student to the EWS.

As a result of this referral, the EWO will conduct a statutory home-visit to speak to the parent/carer and child to establish the reason for absence.

For students who have persistent low attendance, further action will be taken (see section 17).

8. Unauthorised Absence

Unauthorised absences will be followed up immediately.

Schools are legally required to take an attendance register twice a day: at the start of the morning session and once during the afternoon session.

The register must show whether any absence is authorised or unauthorised. Authorised absence is where the Head Teacher has either given approval in advance for a student of compulsory Academy age to be absent, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised. Absence can only be authorised by a person designated to do so by the proprietor [see The Education (Student Registration) (England) Regulations 2006 (SI No. 2006/1751) – reg 7(1)].

Students will be referred to the EWS when there are cases of: unauthorised term-time absence; persistent unauthorised absence (below 90%); 3 consecutive days of absence with no contact from parents/carers.

9. Attendance Updates

Attendance updates are the responsibility of the Attendance Officer to produce. Each week updates on absence will be produced for all relevant staff to investigate.

In addition 100% attendees each week, month, half term, term and year shall be displayed prominently in each form room and on the communal attendance notice-board. Attendance is also a major feature of payslip which shall be explained fully in the behaviour section below.

10. Late Pupils

It is the role of the Attendance Officer to ensure that late students are registered, monitored and placed in detention (secondary only). Each morning primary students will be considered late if they are not in the Academy building by 8.30am. Due to Covid-19 plans we have a staggered start for students in Phase 3. They are considered late if they are not in the building at 8:25am. A member of staff will be on at the reception each morning (usually the Attendance Officer and HOY/SLT). This staff member will record the child's name and a reason why your child was late and the time they arrived at school. Your child will be marked as L if they arrive up to 15 minutes after their scheduled

start time. If your child arrives after this time they will be marked as U which is an unauthorised am absence.. If a student arrives late to school, they must provide a valid reason to the Attendance Officer. Traffic conditions will not be accepted as a valid reason for lateness. London traffic's network is congested every day and will cause delays – this time must be factored into the student's morning routine.

At 8.45am the member of staff will cease to be on 'late duty' and late children will instead sign in at the front office and then go to their class.

The reason for high staff presence to monitor and record late students is that it will enable members of staff to have meaningful one to one conversations with students about the importance of being on time and the factors that are preventing them from being on time at the moment.

As with attendance, HOY and form tutors have a key role in improving punctuality.

If your child is late more than three times in any two week period, the parent/carer will receive a phone call from the school Attendance Officer inviting them to a meeting with HOY/SLT where additional support can be discussed.

If your child is Persistently Late (more than 6 lates in a term) you will receive a letter from the school Attendance Officer that will place you on a four week target during which we would expect to see an improvement.

If no improvement, then the school Attendance Officer will invite you to a meeting with HOY/member of SLT to discuss additional support.

11. Unplanned Absences

If absence is unplanned, for example due to sickness, parents will call the Academy by 8.30am. At 10.00am it is the role of the Attendance Officer to phone the parents of all absent students and ascertain the reason for their absence. The Attendance Officer will use the call to stress the importance of regular attendance and punctuality.

If a child is due to be absent for an extended period of time then it is the responsibility of the Attendance Officer to inform the staff who teach that child.

12. Unplanned School Closures

If the Academy were to be closed during the day for whatever reason, for example due to dangerous weather conditions, then it is the role of the Attendance Officer to send a group text to all parents to inform them and to update the Academy website.

In a situation such as closure due to extenuating circumstances it would be advisable for all staff to liaise and send one message rather than two (e.g. collaborate across phases).

13. Promoting regular attendance

It is important that all stakeholders see attendance as their responsibility. Helping to create a pattern of regular attendance is everybody's responsibility.

A range of actions will help to focus on promoting regular attendance.

Actions to promote regular attendance

Celebrate and display	Celebrate 100% daily, weekly, half-termly, termly and yearly by displaying names of deserving students around the Academy and in phase updates/newsletters.
Report	Weekly attendance report for all students (including payslip for students in Key Stage 3 to 4). Where attendance is not at 100% there will be an action for every child, every week to support them in attending school everyday.
Reward	Reward good attendance through individual rewards such as certificates and payslip points, and group rewards such as form group trips.
Communicate	Encourage open, honest and regular communication between the Academy, parents/carers, students and EWS around all issues concerning attendance and punctuality.

14. Absence guidance

Every half-day absence from school has to be classified by the Academy (not by the parents), as either authorised or unauthorised. This is why information about the cause of any absence is always required.

Students need to bring evidence that they pass to the Front Office/Attendance Officer on the day that they return to school. This could be:

- a copy of a doctor's note
- a copy of a prescription/appointment card
- a receipt for over the counter medicine
- Form tutors need to pass all evidence to the School Attendance Officer. SLT has the discretion to authorise absences.
- Absence notes need to be filed by the School Office/Attendance Officer
- School Attendance Officer will check daily and inform the School Office whether the absence needs to be changed to 'authorised' in School Base.

15. Targets and triggers

All of the targets and triggers below apply to all key stages including foundation stage and apply to both attendance and punctuality. It is important to note that at early stages of the year when each absence has a disproportionate effect on attendance percentages, targets and triggers will be adapted as appropriate.

Target/ trigger		Potential action	Level of support
Target	100%	Reward and celebration	Universal support
Minimum target	97%	Reward and celebration	Universal support
Trigger 1	Below 95%	Letter of Concern and HOY/Phase leader meeting	Targeted support
Trigger 2	Below 93%	4 week home-school attendance contract	Intensive support

		Parent meeting with HOY/Attendance Officer Support to implement targets in the contract.	
Trigger 3	Below 91%	Referral to EWS External Agency Support Penalty Warning Penalty Notice Prosecution	Intensive support

NB- All improvements in attendance will be celebrated weekly and a supportive conversation will be had by the form tutor with all students' whose attendance has dropped, ensuring, within this conversation, that they are supported in catching up on work missed.

Universal support = support that the Academy feels all families will benefit from

Targeted support = support that the Academy feels only some families will need and will usually only involve the Academy and up to one external agency

Intensive support = support that the Academy feels only a small number of families will need and it will almost always involve external agencies.

At Reach Academy we use the Attendance Diamond model. Each Phase will have the diamond displayed prominently with each class pinned on the diamond depending on their level of attendance. This is regularly updated by class teachers or Phase leaders. The goal is to get as many students in the green above 96% area. The class with the best attendance will be rewarded termly with the Reach Diamond Award which is displayed in their classroom until the following term.

16. Referrals to Education Welfare Service

There are three circumstances where Reach Academy makes referrals to EWS. These are as follows:

- A student has less than 90% attendance with persistent unauthorised absences, despite the attempts of the school to engage the child/family
- A student is absent for 3 consecutive days and we have had not been able to establish any contact with the parent/carer
- A student takes unauthorised term-time leave (for e.g. going on holiday during term-time).

17. Process for tracking and following up on non-attendance and Children Missing Education (CME)

Throughout the Academy year we monitor absences and punctuality. Each week we assess attendance and punctuality for the week just gone and apply the trigger criteria, act accordingly.

The people responsible for matters relating to attendance at the Academy are:

- Senior Leadership Team
- Heads of Year/Phase
- Attendance Officer

The section below outlines the process for monitoring and addressing attendance issues

If students have been absent for 3 consecutive days and we have had no contact with the parent/carer:

The Attendance Officer is responsible for informing Heads of Year and SLT if there is any occasion where a student has been absent for 3 consecutive days and there has been no contact with the parent/carer.

The Attendance Officer will complete a CFAN and send this to Hounslow Children's Services and EWO, copying in the Assistant Headteacher for Inclusion as applicable.

If a student takes unauthorised Term-Time leave (for e.g. going on holiday during Term-Time):

The Attendance Officer will inform HoY, SLT and Assistant Headteacher for Culture and Relationships and log on CPOMS. They will then complete a CFAN form (Pages 1-3) and send this to the EWO, copying in the Assistant Headteacher for Inclusion in Primary/Secondary as applicable.

If a student has less than 95% attendance:

The Attendance Officer needs to send a weekly update of students with less than 95% attendance to the relevant Year Team.

The Attendance Officer needs to send a letter home to inform parents/carers that their child's attendance has fallen below expected levels and that we are monitoring. Parents are invited to request a school meeting to discuss if they feel this is required.

If attendance fails to show improvement in two weeks, a meeting is arranged where barriers to attendance are discussed and a 95% target over four weeks is set. Students are required to improve their attendance and average over 95% over a 4 week period.

If this target is not achieved, a referral to Education Welfare is made alongside any other referrals for additional support service that may be required.

The Attendance Officer sends weekly updates to each Year Team. If the child meets their target, the Attendance Officer will communicate with parents and inform them of this.

Once referred to Education Welfare:

Education Welfare receives a referral from school (Non-complex) or the Front Door Social Care (complex) for the unauthorised poor school attendance at 90% or below. The referral is entered on to the Education Welfare Service recording system, and the Education Welfare Officer conducts checks with the following for involvement: Children's Social Care, Youth Offending Service and CAMHS.

Children Missing Education (CME):

Children missing from education (CME), refers to all children of compulsory school age who are not on the roll of a school, nor being educated otherwise (privately or in alternative provision for example) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more.)

Examples of Children Missing Education (CME):

- Failure to start appropriate provision and hence never enter the education system
- Failure to complete a transition between providers, for example by being unable or not trying to find a suitable school place after moving between local authorities
- Do not complete transition between key stages/schools, particularly if parents are unsuccessful with preferred schools
- A parent/carer that does not alert the local authority of the fact they are resident in Hounslow or does not know how to access education provision

- Cease to attend, due to exclusion (for example illegal unofficial exclusions) or withdrawal from provision by parents and schools take the children off roll (for example parents have no confidence in the school, behaviour and truancy issues, fresh start, unauthorised leave over 20 school days)
- Permanent exclusion from schools out of the borough, including independent schools
- Children on alternative curriculum arrangements which are not monitored effectively
- Children who are looked after within family arrangements, unaccompanied from abroad, placed in Hounslow by other local authorities and not known to our looked after children team
- Children placed in Hounslow by other local authorities without notification eg, temporary housing, safety move and witness protection
- Let down by system failures between partners where information is not shared regarding children (other education authorities, schools, parent/carers, social care, health, housing, other councils, Home Office, Immigration Office, asylum/refugee dispersal arrangements, temporary accommodation)
- "Dip in and out" of Elective Home Education at the request of parents/carers

Our process for Children Missing Education is outlined below:

1. Parent notifies us their child is leaving Reach Academy
2. Attendance Officer sends the online leavers form to parent
3. We diarise date for a week and call to chase up
4. Once form is returned we establish the new school and diarise start date
5. On the day the child is due to start we call and confirm within 24 hours
6. On the Thursday following the start date Admissions Manager adds to Joiners and Leavers LA submission.

If a child does not have a school they remain on our records until reasonable enquiries are made ie:

1. Attendance Officer submits 3 day home contact visit to EWS
2. A CME referral is submitted
3. Once the referral is accepted with CME, the child's name can be added to leavers and joiners LA submission.

What happens if we don't hear from parents/sudden departure.

1. Attendance Officer follows daily absence call procedures.
2. On day 3 of no contact a home contact visit referral is sent to EWS.
3. EWS call or visit the home to establish contact, if no contact the referral is kept open for 5 days awaiting contact.
4. Following 5 days of no contact, a referral is made to the CME officer until contact is established. School continue to contact family everyday as per normal absence policy.

For non-statutory age children:

Nursery:

When a child is unwell or won't be attending nursery for any reason we ask parents to telephone to let us know that they won't be attending and the reason why. We would ask them to let us know for how long the child won't be in and ask them to call us if this changes for any reason.

If we do not hear from a parent we endeavour to phone them on the first day of absence to clarify the reason for the absence and the expected return date.

If a child's attendance falls below 95% we write a letter to the family informing them of the importance of regular attendance and the impact on the child's learning.

If attendance fails to improve, targets will be set in conjunction with Nursery and failure to meet the targets will result in parents attending the school's Attendance programme with the Hub Team.

Alongside this we also offer support with any difficulties the family may be having or complete an Early help referral with their consent or sign post them to other professionals for guidance.

Sixth Form:

Attendance is hugely important. It sets good routines, demonstrates to employers and universities that you are serious about your studies and that you are organised and reliable.

Attendance at Sixth form is measured slightly differently to the rest of the school. Attendance will be reviewed regularly and students and parent/carers will be warned if attendance, without good reason e.g. serious accident/illness, falls below 95%. If a student does not improve the school will invite parent/carers to a meeting with the student where targets will be set and additional support discussed. Should attendance fail to improve, the school reserves the right to charge the student for the examination fees or the school may withdraw the student from exams.

Any further disciplinary proceedings will be decided by the Head Teacher.

18. Working with the Education Welfare Officer

The Attendance Officer is also responsible for liaising with the Education Welfare Officer (EWO), in conjunction with the Assistant Headteacher for Inclusion in Primary/Secondary as relevant.

The Attendance Officer may refer students to the EWO and will be the contact person for the EWO in the Academy, along with the Assistant Headteacher for Inclusion in Primary/Secondary.

19. For students with persistent unauthorised and low-attendance:

Students are expected to have 95% attendance or above. Where a student's attendance is irregular and drops below 95% for whatever reason, the school Attendance Officer will notify the parent by sending the parent/carer a letter advising them of our attendance concerns and will be monitoring closely in the next two weeks. Should attendance deteriorate, further communication will follow.

Should attendance fail to improve within two weeks, parent/carer are invited to a meeting in school to discuss attendance and a 4 week 95% target is set. This is confirmed in writing to parent/carer.

The purpose of this meeting is to discuss any difficulties and put in place a plan to improve attendance.

If parents/carers are not responsive and do not come for the meeting, the Attendance Officer will telephone the parent to discuss attendance and support. If a parent fails to engage and there is no evidence of support required, and the target is not achieved, a referral will be made to EWS with supporting paperwork attached as we have a duty to refer all students who are deemed Persistent Absentees to EWS.

A student becomes a Persistent Absentee (PA) when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects. It is a parent/ carers' responsibility to ensure that every measure is taken to immediately improve their child's attendance.

If there is persistent absenteeism between 90-95%, the school will continue to work with the family to raise attendance levels.

In cases where attendance drops below 90% with unauthorised absences, Reach Academy will make a referral to EWS. Following our referral:

- Family will work with the EWO to help raise the child's attendance levels.
- Every effort will be made over a 2-3 month period to help the family improve the child's attendance.
- This could include: signposting the child/family to appropriate support services; facilitating partnerships with other professionals; referring the family for Early Help/Families First Intensive Support Service or Children's Services if required.

If attendance still fails to improve after these interventions, as a last resort the Local Authority may have to consider taking legal action against the parents through the courts or issuing a Penalty Notice as mentioned above:

- The penalty is £60 (per parent/carer per child) if paid within 21 days.
- If paid after 21 days but within 28 days the penalty is doubled to £120 per parent, per child.
- If payment is not received, parents/carers may be prosecuted for the offence and could be subject to a fine of up to £2,500.

Of course, the objective of EWS and Reach Academy is to work proactively with families to ensure good attendance, and we expect that such measures would be extremely rare.

20. Medical

Where a child is absent from school for over 15 days in an academic year due to illness the school will review the plan, taking into account information received from health practitioners involved in their care, and a referral made (if appropriate) to the local authority medical provision. Attendance will be monitored by Jerome Barlow

The following sets out the process for identifying and agreeing the support a child with a medical condition/s needs:

1. School made aware of their medical condition. It is the parents' responsibility to inform the school of any medical condition/s their child has. It is also the parents responsibility to notify the school of any changes required in their child's Health Care Plan and/or any changes in medication.
 - New diagnosis
 - Child moving to new school
 - Parent or health professional informs school
2. Delegated lead from school coordinates meeting to agree individual healthcare plan (HCP) Attendees should include: parent, child (if appropriate), specialist nurse, GP physiotherapist, OT or SLT if involved with the child's care, paediatrician or consultant. If any of these are not available, a report will be requested instead.

3. Clarify medical condition and healthcare needs of the child. Write HCP. Identify school staff training needs and put in place a plan to meet them.
4. Specialist nurse delivers training if required and staff signed off as competent.
5. HCP implemented and circulated to all relevant staff.
6. HCP reviewed 3 times per year. HCP sent via email to parents. If updates are required on the HCP it is the responsibility of the parent to communicate this to the medical or delegated lead. HCP updated and re-circulated if needed. Additional training provided for staff members if necessary.

2020-21 COVID update: parent signatures will not be required on physical copies of HCP to support social distancing measures.

21. Chronic illness / long term illness or poor mental health

Chronic or long term illness can be defined as a long lasting and/or recurring illness or condition which is impacting significantly on a pupil's school attendance. The illness/condition should be professionally diagnosed by a paediatrician, CAMHS or other appropriate health care professional. When a pupil is thought to be suffering with a chronic or long term illness, education and care plans will be developed. These measures will take into consideration the health needs of the pupil, as well as their learning needs which may be impacted upon due to the high level of absenteeism they may experience.

Serious Injury

Where a child or young person who has had a serious injury which has required regular absences or a sustained period of time off school, he/she will also be considered under the chronic illness/long term illness criteria.

Questions to ask when confirming a child or young person meets the Chronic Illness or Long Term Illness criteria:

- has the illness/condition been diagnosed by an appropriate health professional (in the majority of cases a paediatrician or mental health practitioner would be considered appropriate).

A serious injury may not require a formal diagnosis depending on individual circumstances.

- is there a formal education and health care plan in place?
- if an education plan is not immediately viable, has a plan been put in place to support the pupil at a later date to prevent absenteeism impacting on his or her learning needs?
- is EWO involved and/or has an oversight of the case?
- where appropriate, has a back-to-school plan been put in place?

Examples of long term or chronic illness

life limiting illnesses

juvenile arthritis

disabilities (complex needs)

crohn's disease

mental health challenges – supported by CAMHS

chronic skin conditions

22. Fast Track Policy

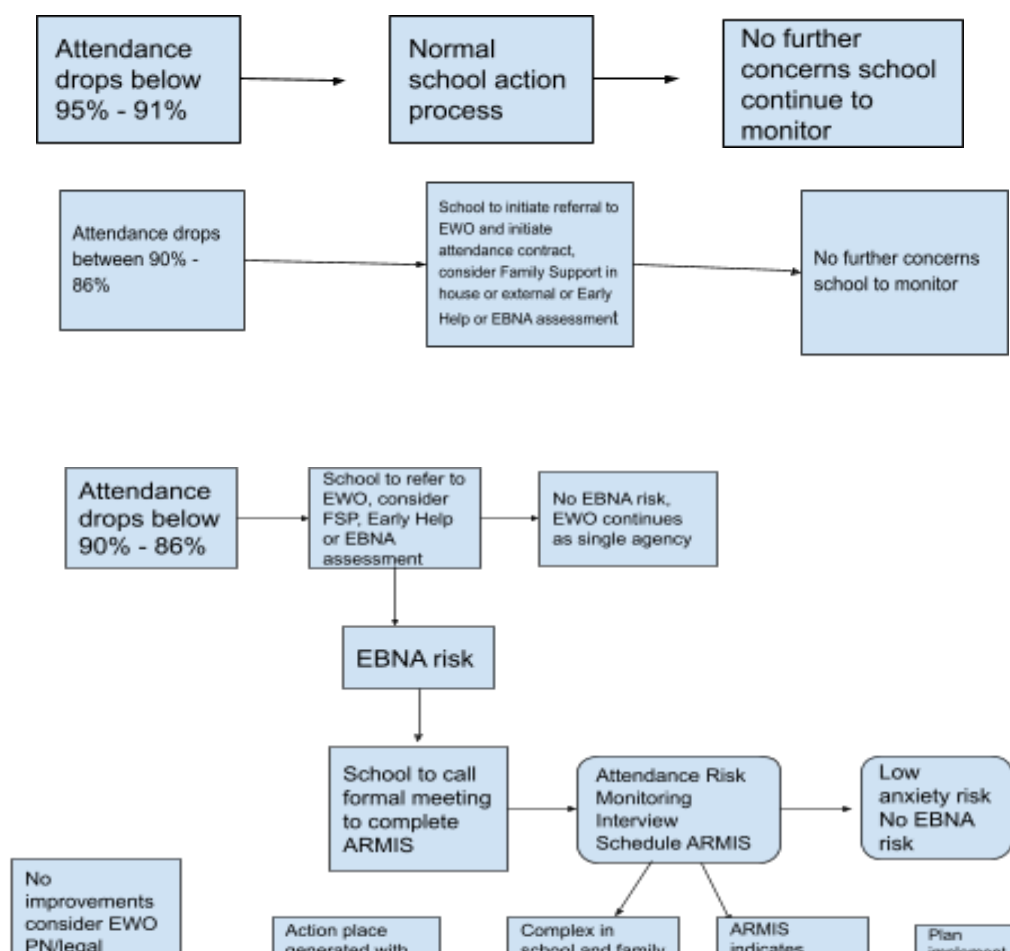
'FAST-track Attendance' is an Early Intervention approach to improving pupil attendance which also seeks to act quickly where there is unauthorised absence, low attainment, behaviour issues or school refusal.

1. Attendance Officer or Phase lead to discuss in phase provision meeting so AEN team aware.
2. Attendance Officer to make referral to Family Support Worker in inclusion meeting
3. Intensive home visits conducted by attendance officer, safeguarding team, FSP, HOY or SLT
4. Consider referral to Place2Be/CAMHS
5. Consider reduced timetable with Head of Year and HeadTeacher
6. Offer 1:1 coaching with preferred member of staff
7. Offer to meet the child for sporting/leisure activity/Coffee/hot chocolate
8. Meet pupil via online chat via zoom or email or text
9. Discuss consent with parents for the case to be presented at the CAPP panel. If no consent, present anonymous case study

If under 95% School Action Target set for 4 weeks as soon as possible, if not achieved and under 91% child is referred to EWO.

23. Emotionally Based Non Attendance (EBNA) Policy

It is important to distinguish between non-school attendance, truancy and emotionally based non-school attendance, the latter being considered an emotional need. There could be a number of contributing factors to EBNA. We use the Education Department's EBNA Assessment Tool to establish the route of the problem. Once this process has been completed we would request the appropriate involvement of services such as Education Psychologists, in order that the appropriate support can be put in place to support the pupil.



24. Links with other policies

This policy links to the following policies:

Child protection and safeguarding policy

Behaviour policy

Appendix 1: 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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school

N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X2	Not attending in circumstances related to Coronavirus	(Covid-19)
	COVID Absences	
X01	(COVID)	Non compulsory school age pupil not required to be in school
X02	(COVID)	Self-isolating with COVID-19 symptoms
X03	(COVID)	Self-isolating due to potential contact with a confirmed case of COVID-19 inside school
X04	(COVID)	Self-isolating due to potential contact with a confirmed case of COVID-19 outside school
X05	(COVID)	Required to self-isolate as part of quarantine requirement (after arriving in the UK)
X06	(COVID)	Shielding due to being clinically vulnerable & advised not to attend by Health professional
X07	(COVID)	Pupil advised specifically not to attend school as part of government advice
I01	(COVID)	Illness

I02	(Confirmed case of COVID-19)	Confirmed case of COVID-19
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