

The WMAT Attendance Policy

1. Aims

The Warriner Multi Academy Trust wants the best outcome for pupils at all its schools. The WMAT recognises a clear link between attendance and attainment of students. The aim of this policy therefore is to prevent students from being deprived of their educational opportunities by non attendance.

This policy is the overarching principles which are followed by all WMAT schools. Specific details of procedures to follow for pupils and parents can be found in the school specific attendance policy. They must include as a minimum the procedures outlined in appendix 1.

We aim to maximise the attendance of each and every pupil by;

- Having a consistent approach to managing absence across all our schools.
- Identifying and addressing patterns of absence as quickly as possible.
- Establish good home school links and communication systems both to ensure the safety of our students and to support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and punctually and do not take unauthorised absence.
- Educating students and parents on the impact of persistence absence, including recognising those students whose attendance is outstanding.
- Utilising penalty notices through the Local Authority when alternative methods have been unsuccessful in reducing unauthorised absence (including persistent absence)

2. 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [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 \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

3. Roles and responsibilities

The WMAT Board of Directors

The Directors of the Warriner Multi Academy Trust are responsible for reviewing this policy and ensuring that it meets the vision and ethos of the Trust.

The Local Governing Body

The Local Governing Body is responsible for reviewing the school specific attendance policy and for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Teacher to account for the implementation of this policy.

The Head Teacher

The Head Teacher is responsible for ensuring that the school's policy is consistent with the WMAT policy and that it is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Head Teacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The attendance officer

The attendance officer:

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

Class teachers / form tutors

Class teacher / form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office as per the procedures related to their individual school and in accordance with DfE guidance.

Office/reception staff

Office/reception staff are expected to take calls from parents about absence and record it on the school system.

4. Links with other policies

This policy is linked to our child protection and safeguarding policy

5. Monitoring and review of this policy

This policy will be reviewed at least annually to ensure that it continues to meet statutory requirements and that it is effective in meeting its aims.

6. School procedures

See individual school attendance policies to understand specific procedure in your school.

Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The school has a legal duty to distinguish between authorised and unauthorised absence on this register. Every entry made in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Persistent lateness has a significant impact on a student's learning and will be addressed in the same way as persistent absenteeism.

See the school attendance policy for your child's school procedures.

Unplanned absence

You must always notify your child school if they will not be in. ***See the school attendance policy for your child's school procedures.***

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. ***See the school attendance policy for your child's school procedures.***

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

Following up absence – missing from school

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

See the school attendance policy for your child's school procedures.

Authorised and unauthorised absence

Head Teachers of WMAT schools will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

You must apply for leave of absence in advance – ***see the school attendance policy for your schools procedures.***

7. Legal sanctions

Schools will fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Head Teacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

A number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

8. Monitoring and supporting parents to improve attendance

All WMAT school monitors pupil absence on a weekly basis.

- If your child's attendance drops below 90% the school will contact you to discuss the reasons for this.
- If after contacting parents a pupil's absence continues to rise, advice will be sought from the Warriner Multi Academy Trust attendance officer.
- The school and the LA/MAT will work with the pupil and the parents to improve their attendance. Multi agency meetings may take place and parents will be asked to sign a parent contract which aims to improve attendance.
- The issuing of fixed penalty notices will be considered

This policy was approved by the School Improvement Committee of the WMAT on the 6th February 2019

Review Due February 2021

Appendix 1

Important attendance procedures for pupils and parents at *insert school name*

1. School registers

Pupils must arrive in school by [time] on each school day.

The register for the first session will be taken at [time] and will be kept open until [time].

The register for the second session will be taken at [time] and will be kept open until [time].

2. Punctuality

Procedures if your child is late;

Insert information to explain what the pupil should do if they are late for registration.

3. Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by [time] or as soon as practically possible

Insert information about how parents notify the school of an unplanned absence on day 2 / 3 etc

4. Missing children

If the school has not been notified of an absence and is not at school they will be considered “missing” and the following procedure will be followed;

Insert information about how parents notify the school in advance of a medical or dental appointment.

5. How to apply for authorised absence

Insert information about how to apply for authorised absence.

6. How the school will report to you about attendance.

Insert information about how the school will report on indiv child's attendance figures eg termly/annually/ report.

Insert information about how the school will report on class/whole school attendance.

Insert information on how outstanding attendance will be recognised