



# Attendance Policy

<b>Recommending Body:</b>	MAW
<b>Approval Body:</b>	MAW
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## **1. Introduction**

This policy should be read in conjunction with the school's Child Protection and Safeguarding Policy and the DfE's latest guidance on attendance:

- School Attendance Parental Responsibilities Measures
- School Attendance Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities

Should include: Extended Leave, how to complete registers, the school's procedures on dealing with CME (Children Missing in Education), how pupils' attendance will be monitored, how pupils will be taken off roll, how the policy is monitored.

## **2. School Attendance Aims**

Mulberry Academy Woodside (MAW) aims to meet its 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.

The school's internal attendance target for its pupils is 95%.

## **3 School procedures**

### **3.1 Attendance register**

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken during the first session of each school day and again 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

Pupils are expected to make their way through the school gate and on site by 8.40am at the latest and expected to be present for tutor time. This is to help prepare students for the world of work and provide them with the necessary skills for life.

The morning register closes 30 minutes after it opens.

Pupils arriving after 9.10 must sign in through the main reception. Registration also occurs in the afternoon.

### **3.2 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 8.30am or as soon as practically possible (see also section 6).

Parents can let the school know by telephone, email or using MyEd. The school should be informed again if the absence continues on each day of absence.

Absence due to illness will be authorised for two consecutive days, unless the school has a genuine concern about the authenticity of the illness. After two days of absence medical evidence will be required and any absence after this time will be unauthorised.

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 when a decision is made to unauthorise an absence.

### **3.3 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.

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.

Parents can let the school know by sending a copy of the appointment card or letter or by bringing this into the school personally so that a member of staff can take a photocopy for the child's records.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A pupil who makes their way through the school gate and on site after 8.40am is considered late.

If students in Year 7-10 are late (8.40 - 9.10) three times in one week, they will be issued an SLT detention for 50 minutes after school. This will be monitored by the Attendance team and escalated by the Behaviour team.

*SLT detentions occur on a Wednesday and Friday from 3.10 - 4pm.*

If a student is late after 9.10 in Year 7-10, they will be issued an SLT detention.

Students in Year 11 who are late to school (after 8.40) will receive a two hour detention after school on the same day.

A text message goes out to every child that is marked late. The Attendance Team monitors punctuality every half term and may also contact parents by letter/phone call for one to one meetings.

### **3.5 Following up absence**

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.

*Where no contact is received from parents, Mulberry Academy Woodside will try to make contact with parents by text message, phone calls or where necessary by undertaking home visits.*

A home visit will automatically take place if a student has been absent for two consecutive days without a valid reason given by parents/carers.

*Mulberry Academy Woodside will utilise resources available to the school including external agencies such as the Haringey Education Welfare Service , Police and Social Care to ascertain a child's whereabouts where sufficient concerns may arise due to no contact from parent.*

### **3.6 Reporting to parents**

*All parents are informed about a child's attendance and punctuality during the parents' evenings and reports. The Attendance Team, Heads of Years and form tutors will also make contact with parents/carers whenever concerns arise or patterns are noticed in relation to attendance and punctuality.*

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

The Headteacher may 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 principal's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

#### **4.2 Legal sanctions**

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

Our school follows Haringey's Council's Penalty Notice for Truancy Code of Conduct and procedures.

We expect parents/carers to work with us to address attendance problems.

If a pupil has at least 15 sessions (half day= 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays), the Headteacher may ask the Local Authority to issue a Penalty Notice.

The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days.

There is no right of appeal by parents against a Fixed Penalty Notice.

If the penalty is not paid the Local Authority may prosecute parents/carers for their child's irregular attendance.

#### **5. Strategies for promoting attendance**

MAW will recognise good and improved attendance through:

- Daily late/absence text is sent out.
- Attendance Team attempts to contact parents where the child is absent or no information is received by 9.30am.
- Parents will be contacted by a member of the Attendance Team/Year teams as soon as concerns/patterns are noticed.
- verbal and written praise,
- form tutor acknowledging improved attendance/efforts through praise
- Public acknowledgement (certificates, etc.)
- Head of Year, Assistant Headteacher, Deputy Headteacher/Headteacher will be informed of improved attendance

## **6. Attendance monitoring**

The attendance team monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health. Parents are expected to call the school each day a child is ill.

If after contacting parents a pupil's absence continue to rise, we will consider involving Haringey's Education Welfare Service.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected 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.

The attendance team produces weekly summary reports on attendance of each year group.

*These are used to identify and track the attendance of individual pupils, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.*

## **7. Roles and responsibilities**

### **7.1 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 principal to account for the implementation of this policy.

### **7.2 The Assistant Head for Attendance**

The Assistant Head for Attendance is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

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

### **7.3 Education Welfare and Attendance Officer**

The Education Welfare and Attendance Officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with Haringey Education Welfare Service to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

### **7.4 Class teachers/form tutors**

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.

### **7.5 Office/reception staff**

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

## **8. Monitoring arrangements**

This policy will be reviewed every three years by the Headteacher. At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy