

# ERASMUS DARWIN ACADEMY

|                                 |                                                             |
|---------------------------------|-------------------------------------------------------------|
| Policy Title:                   | <b>Attendance Policy</b>                                    |
| Policy Reference:               | A4                                                          |
| Version:                        | 1.5                                                         |
| Member of Staff Responsible:    | Headteacher                                                 |
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**“Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the “Safeguarding Policy”.**

## 1. Aims and Principles

At Erasmus Darwin Academy we are committed to ensuring that every student receives the best educational experience possible by offering a calm, orderly, safe and supportive learning environment where they want to be on every day that school is open to them. We also recognise the link between attendance, academic achievement, wellbeing and wider life choices and school culture. We understand that the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual students and families. We believe that promoting excellent attendance is the responsibility of the whole school community and we work collaboratively with families as well as other partners to build strong and trusting relationships to address attendance concerns and put the right support in place to ensure excellent attendance and punctuality at school. Where students face significant or sustained barriers to attendance, the Academy will provide targeted support, including access to our Engagement Hub where appropriate. This facility offers structured intervention, reintegration support, and personalised strategies to help students re-establish positive

attendance routines and return to engagement in the classroom and school life. In addition, the Academy uses a tiered approach to attendance intervention, ensuring that emerging concerns are identified early and that students receive proportionate, graduated support. This includes universal monitoring, targeted pastoral and SEND Key Worker involvement, and more intensive intervention where required, working alongside the Engagement Hub to remove barriers and secure sustained improvement.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents have decided to have their child registered at Erasmus Darwin Academy, they have a legal duty to ensure their child attends regularly and agree to work with us in line with our attendance policy. This means they will ensure their child attends every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the Academy. This policy is formed in line with guidance from the Department for Education (DfE). This guidance is statutory, and schools, trusts, governing bodies, and local authorities must have regard to it as part of their efforts to maintain high levels of school attendance. New guidance applies from 19<sup>th</sup> August 2024 and can be found by following the link below:

[Working together to improve school attendance](#)

Good attendance is a learned behaviour, and we recognise the importance of developing good patterns of attendance from the outset. Attendance and punctuality is an integral part of our culture and ethos at Erasmus Darwin Academy. We set high expectations for the attendance and punctuality of all students. For the most vulnerable students, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. The Academy recognises that absence from school may be an indicator of safeguarding concerns. Attendance information is therefore routinely considered alongside safeguarding information as part of the Academy's wider safeguarding arrangements. Whilst every student has a right to a full-time education and high attendance expectations are set for all students, our attendance policy and procedures account for the specific needs of certain students and student cohorts. Our policy and procedures will be applied fairly and consistently but in doing so we consider the individual needs of students and their families who have specific barriers to attendance. We will work in line with our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Regular school attendance is important in order for students to reach their full potential. Evidence suggests that there is a clear link between attendance and attainment. According to national research, students with the highest attainment at the end of key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS4, students not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of students not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

Attendance levels can sometimes be regarded in the same way as examination results. In an examination 80% would be a very positive result. In attendance terms that would mean that a student missed 40 days of education; 1 day a week. Therefore, if attendance remains at 80% for the whole of the student's secondary education they will miss more than a full year of education.

**Days off soon add up – as does the impact of ‘lost learning’, particularly when considered over five school years (from Years 7-11)**

**95% attendance over five school years may seem like a positive achievement to some, but this still equates to over nine weeks of lost learning – around one quarter of a school year!**

| <b>Attendance</b> | <b>Days lost over 1 year</b> | <b>Hours lost over 1 year (each lesson is 1 hour)</b> | <b>Lost learning over 5 years (Year 7-11)</b> |
|-------------------|------------------------------|-------------------------------------------------------|-----------------------------------------------|
| 100%              | None                         | None                                                  | None                                          |
| 95%               | 9.5 days                     | 47.5 hours/lessons                                    | 9.5 weeks or 237.5 hours of learning          |
| 90%               | 19 days                      | 95 hours/lessons                                      | 19 weeks or 475 hours of learning             |
| 85%               | 28.5 days                    | 142.5 hours/lessons                                   | 28.5 weeks or 712.5 hours of learning         |

At Erasmus Darwin Academy, all students are expected be at school on time, on every day that the Academy is open to them, unless the reason for absence is unavoidable. We will support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons. We aim to ensure the highest levels of attendance and punctuality for individuals, in order that every student at Erasmus Darwin Academy can make the most of their educational experience and work towards achieving their full potential. Poor attendance can limit these opportunities and may place students at risk.

Our Academy aims to meet its obligations with regards to attendance by:

- Proactively managing and improving attendance to ensure positive outcomes for all students including their safeguarding and welfare.
- Promoting excellent attendance and punctuality and reducing absence, including persistent absence by having a clear school attendance policy which sets high expectations and creates a whole school culture that promotes the benefits of high attendance.
- Engage and build strong relationships with families to ensure clear expectations of the legal responsibility for their child to attend school regularly and on time to maintain continuity of learning as outlined in this attendance policy.
- Ensure prompt and effective communication when attendance levels fall.
- Ensuring every student has access to full-time education to which they are entitled.
- Keeping accurate electronic records of admissions and attendance, taking prompt action to follow up absences or any patterns forming which may indicate some concerns or difficulties.
- Closely monitoring all students' attendance and punctuality, having effective day to day processes in place, highlighting and addressing any issues by working with staff, parents/carers and where appropriate other agencies to overcome barriers and bring about improvement.
- Share information and work collaboratively with other schools within the Primitas Learning Partnership, local authorities, and other partners.
- Being particularly mindful of students absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

## 2. Legislation and Guidance

The definition of a parent for the purposes of the Education Acts is broadly drawn. In addition to the child's birth parents, references to parents in this policy include any person who has parental responsibility (which includes the local authority where it has a care order in respect of the child) and any person (for example, a foster carer) with whom the child lives.

This policy is based on the current DfE statutory guidance 'Working Together to Improve School Attendance'.

[Working together to improve school attendance: July 2026](#)

### Relevant legislation, government/local authority guidance

- The Education Act 1996 – [Education Act 1996](#)
- The Children Act 1989 – [Children Act 1989](#)
- Working together to improve school attendance – [Working together to improve school attendance: July 2026](#)
- Guidance for parents on school attendance – Office of the children's commissioner – [Resources for families | Children's Commissioner for England](#)

Children missing education – [Children missing education - GOV.UK](#)

Keeping children safe in education – [Keeping children safe in education 2026: September 2026](#)

Working together to safeguard children – [Working together to safeguard children - GOV.UK](#)

Elective home education – [Elective home education: guide for parents](#)

If you live in Staffordshire – [Home education | Staffordshire County Council](#)

If you live in the Walsall Borough – [Educating your child at home | Walsall Council](#)

Exclusion from maintained schools, academies and pupil referral units in England –

[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

Staffordshire Local Authority Attendance Code of Conduct –

<https://www.staffordshire.gov.uk/Education/Education-welfare/Attendance.aspx>

### Key points from this policy:

Whilst every student has a right to a full-time education and high attendance expectations are set for all students at Erasmus Darwin Academy, our attendance policy accounts for the specific needs of certain students and student cohorts. The policy will be applied fairly and consistently but in doing so we will consider the individual needs of students and their families who have specific barriers to attendance.

- At Erasmus Darwin Academy we recognise the link between attendance, academic achievement, wellbeing and wider life choices which is why we strive for every student to maintain 100% attendance.
- Students are expected to be punctual, fully equipped and arrive in to school by 8.35am every day that the Academy is open to them.
- There are two official registers taken each day. The am/morning official register is taken at 8.40am which is the start of the first session of each school day. This will be kept open until 9:10am on every day. The register for the second official session of the day (pm/afternoon) will be taken at the start of

Period 4 and will be kept open for 30 minutes. If a student is not in school during either of these sessions, they will be marked as absent for that session and this will impact on overall attendance percentages. Arrival after these times will be marked as present in school.

- It is a parent's legal responsibility to ensure that their child attends school regularly and on time. Failure to do this may result in legal action being taken by the local authority.
- Students with less than 90% attendance are classed as being persistent absentees in line with government guidelines and this is a cause for concern. Students with less than 50% attendance are classed as severely absent.
- It is very unlikely that any request for leave of absence for a family holiday will be authorised unless there are exceptional circumstances. Where leave of absence is being requested, a 'Leave of Absence' form must be completed and returned in advance of the planned leave. Forms are available on the school website or upon request from the school Reception.
- If your child is experiencing barriers to attending school, you are encouraged to discuss this with us at your earliest opportunity so that we can work together to support and/or address the issue.
- If your child is going to be absent from school because of illness, you must inform us by 8.40am on every day of absence. If we do not have a reason for absence or receive any communication from you on the day of your child's absence, following our attempts to make contact with you, the absence will be recorded as unauthorised.
- If your child has an appointment which means they will miss part of the school day, we ask for evidence of the appointment in advance in the form of an appointment letter, card or reminder so that we can code this accurately on our registers.

## **Keep in contact**

If you or your child have any concerns in relation to school attendance, we encourage you to make contact with us at the earliest opportunity so that we can discuss this further.

Parents can contact the Academy and request to speak to a member of staff about their concerns at any time, someone will get back to you if not available at the time. Your child's Tutor should be the first point of contact, however, parents can also contact their child's teacher, Head of House or for more daily attendance specific concerns use our parental app (Edulink) or email [attendance@eda.staffs.sch.uk](mailto:attendance@eda.staffs.sch.uk) which will be directed to our Attendance team.

It is the parent's responsibility to inform the Academy of the reason for a student's absence by 8.40am or as soon as possible on the day of absence. Parents are asked to inform the academy on the first day of absence and to keep us fully informed as to the reasons for non-attendance on every day thereafter. On every day of an absence, we will send a message either by text or via the app to the parent, followed up with a telephone call if they have not contacted the school to explain the reason for the absence. If the academy has not received a reason for absence by the end of the school day, the absence will be recorded as being unauthorised.

## **3. Academy Procedures – Admissions Register**

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. By law, schools (except those where all students are boarders) are required to keep an admissions and attendance register, and all students must be placed on this register.

### **3.1 Admissions Register (The school roll)**

The admission register (sometimes referred to as the school roll) contains specific personal details of every student in the Academy along with the date of admission or re-admission, information regarding parents and

carers, and details of the school last attended. Admission register entries, attendance register entries and any amendments made to those records will be retained securely for a minimum period of six years from the date of entry in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. This is in accordance with the School Attendance (Pupil Registration) (England) Regulation 2024: [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

We will enter students on the admission register at the beginning of the first day on which we have agreed with, or been notified by the parent or local authority, that the student will attend. If a student fails to attend on the agreed starting day, we will follow this up and try to establish the reason for absence. In accordance with regulation 12(3), (4) and (5) of the Education (Pupil Registration) (England) Regulations 2006 as amended, we will notify the local authority within 5 days of adding a student's name to the admission register. This does not apply to students who are added to the admission register at the start of Year 7 unless the local authority requests such information.

### **3.2 Student Information** - including keeping us updated with personal contact details

Schools must record personal details of every student at the school in the admission register. The register includes the following information for every student:

- full name;
- biological sex;
- the full name and address of each of the student's parents;
- which of the student's parents the student normally lives with and at least one telephone number by which each parent who the student normally lives with can be contacted in an emergency. In accordance with DfE's advice we request an emergency contact number for more than one person for each student;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any.

A student ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

### **3.3 Updating personal details**

It is a parent's responsibility to keep the Academy informed of any changes to a student's personal details when they occur so that we can amend our admission register as soon as possible. We request that wherever possible, parents provide at least 2 emergency contacts for each student, including more than one contact number where available. It is vital and a parents' responsibility to ensure that these contact details are kept up-to-date so we can make contact when needed. Please ensure all first priority emergency contact mobiles are fully charged and switched on during the school day so we can contact you in the event of your child being absent from school without notification or becoming unwell whilst at school. Parents can update personal details via the Edulink app or by contacting Reception, who will ensure that the information is passed to the appropriate staff member for prompt updating.

### **3.4 Deletion of names from Admission Register**

A student's name will only be deleted from the admission register outside of standard transition times for a reason set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024. We will inform the local authority by completing a Deletion Return as soon as the student's name is to be deleted in accordance with regulation 13(4) to (6). Where a student is transferring to another school, we will delete the student's name from the admission register on the first day they are entered on the admission register of the new school.

#### **3.4.1 Elective Home Education**

Elective home education is a term used to describe a choice by parents to provide education for their children at home or in some other way they desire, instead of sending them to school full-time. Deciding to educate your child at home instead of sending them to school is a step which should not be taken lightly and one that we do not encourage. It will mean a major commitment of your time, energy and money. We encourage all parents to discuss this with us before making a final decision so that we can work with you to address any concerns. It is especially important that you as parents consider the nature of the education you intend to provide for your child before you begin to teach at home. It is of utmost importance to consider whether home education is in your child's overall best interests now and in the future, including social development.

Parents must inform the Headteacher in writing that their child will not be returning to the Academy and will be electively home educated so that we can inform the local authority. A child's name will not be removed from the admissions register until we receive confirmation from the local authority that the child has been registered by them as being electively home educated.

### **3.5 Dual registration**

The law allows for a student to be registered at more than one school. In circumstances, where it has been agreed by the Headteacher that a student from Erasmus Darwin Academy will be registered at more than one school, the student's name will remain on our admission register. The main examples of dual registration are student who are attending another school on a temporary basis, such as a pupil referral unit, a special school or a hospital school.

## **4. Attendance Register**

At Erasmus Darwin Academy a register is taken within the first 10 minutes of every session, monitoring attendance throughout the day to safeguard our students. We use SIMS to complete our registers in an accurate, timely and effective way which allows us to share and analyse information with appropriate parties. We have a robust day-to-day process to track and follow up absence and poor punctuality which is applied across the Academy. (see appendix 3)

### **Students must arrive in school by 8.35am on every school day so that they are not late for Registration**

which is the first official attendance register of the day. The official attendance register will be taken twice per day; morning/am and afternoon/pm session. The am and pm registers are a legal record of attendance which provides the data for individual and whole school attendance figures as well as for Local Authority and census returns. Every school day is made up of two sessions (am and pm). If a student of compulsory school age is absent, every half day of absence has to be classified as either authorised or unauthorised by using the correct attendance code. The Academy will determine whether an absence is authorised or unauthorised, not the parent/carer. On each occasion we will record whether a student is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.

**The am official register is taken at 8.40am which is the start of the first session of each school day. This will be kept open until 9:10am on every day. The register for the second official session of the day (pm) will be taken at the start of Period 4 and will be kept open for 30 minutes.**

Registers will mark whether every student is:

- present
- late or arriving after the register has been closed
- 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/initials of the person who made the amendment

| Lessons                                    | Timings                                                         | Duration                                  |
|--------------------------------------------|-----------------------------------------------------------------|-------------------------------------------|
| <b>Arrival to School</b>                   | <b>All students must be through the Academy gates by 8.35am</b> |                                           |
| <b>Registration (am Official Register)</b> | 8:40 - 9:10                                                     | 30 mins                                   |
| <b>Period 1</b>                            | 9:10 - 10:10                                                    | 60 mins                                   |
| <b>Period 2</b>                            | 10:10- 11:10                                                    | 60 mins                                   |
| <b>Break</b>                               | 11:10 - 11:35                                                   | 25 mins                                   |
| <b>Period 3</b>                            | 11:35 - 12:35                                                   | 60 mins                                   |
| <b>Period 4 (pm Official Register)</b>     | 12:35 - 13:35                                                   | 60 mins                                   |
| <b>Lunch</b>                               | 13:35 - 14:10                                                   | 35 mins                                   |
| <b>Period 5</b>                            | 14:10 - 15:10                                                   | 60 mins                                   |
| <b>Extra-Curricular/Intervention</b>       | 15:10 - 16:10                                                   | 60 mins (not included in the total hours) |
| <b>Total Hours per Day</b>                 |                                                                 | 390 mins (6.5 hours)                      |
| <b>Total Hours per Week</b>                |                                                                 | 32.5 hours                                |

#### 4.1 Understanding register codes and types of absence

See Appendix 1 for the DfE attendance codes and [Working together to improve school attendance: July 2026](#) for more information on DfE attendance codes.

On each occasion the register is taken the appropriate national attendance and absence code is entered for every student. These national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education. The codes are set out in regulation 10(2) Table 1, 10(3) Table 2 and 10(4) Table 3, 10(8) and 10(10) of the DfE regulations.

Even though some absences are authorised, they can still have a negative impact on your child's overall attendance percentage if they are not present for either the morning or afternoon official register. This is why we ask that students are out of school for the shortest time possible and present in school during the taking of the official register.

**Parents must inform the Academy about the reason for absence so that the register can be coded accurately.** Every half-day absence from school has to be classified by the Academy (not by parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required on every day of absence and our staff may ask additional questions. Parents should inform the Academy in advance of any planned absences (including medical appointments) and provide evidence where available. We

do not request you obtain medical evidence unnecessarily. An appointment card or reminder message is acceptable for us to be able to code the register accurately when a student is absent due to a medical appointment. When information is received in relation to an absence, the reason is logged on the Academy attendance system and indicated by a red flag on the register.

Authorised absences are defined as mornings or afternoons away from school for a valid reason like illness, medical appointments where evidence has been provided or other unavoidable reasons.

Unauthorised absences are defined as those absences which the Academy does not consider reasonable and for which no authorisation/agreement has been given. This can include but is not limited to:

- Children off school unnecessarily or against the request of Academy staff to attend.
- Truancy before or during the school day.
- Absences that have not been reported properly as per our attendance policy.
- Children who arrive to school after the official am or pm session has been closed /too late to get a mark.

#### 4.2 Unplanned Absence

**Parents/Carers must notify the Academy by 8.40am on the first day of an unplanned absence and for every day of absence following that**, for example, if their child is unable to attend due to ill health or there has been an unforeseen emergency (see also section 4). Parents can contact the Academy using the EduLink App, via email or by phoning reception.

Absence due to illness or unforeseen circumstances will be authorised unless the Academy has a genuine concern about the authenticity of the absence. If the authenticity of the absence is in doubt, the Academy may ask parents to provide 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 Academy is not notified or satisfied about the authenticity of the absence, this will be recorded as unauthorised and parents will be notified.

If a student is experiencing barriers or difficulties and attendance is affected, parents/carers should contact the Academy as soon as possible and work together with staff in resolving any problems. Allowing a child to remain at home to avoid issues in school will only prolong the concern. Where help has been offered but a student remains absent from school, this absence will be coded as unauthorised.

#### 4.3 Medical or dental appointments

**Medical coding for absence does impact on a student's overall rate of attendance if they are not in school at the start of Registration or Period 4. (am and pm official registers).** The Academy should be informed of absences for medical appointments in advance and this should be supported by medical evidence. Medical evidence can take the form of either a name and dated appointment card, compliment slip or electronic reminder, a prescription or proof of prescribed medication relating to the current illness. Advanced notice and evidence of the appointment is required for authorising these absences. If no medical evidence is received, the absence may be unauthorised. We strongly encourage parents to make medical and dental appointments out of school hours where possible or as early or late in the school day as possible (arrival into school before 9am or leaving school towards the end of Period 5). Where this is not possible, the student should be out of school for the minimum amount of time necessary. To ensure the safety and safeguarding of your child, students leaving before the end of the school day will not be permitted/allowed to leave school premises unless collected by an authorised adult.

To notify the Academy of medical appointments, parents can contact reception via the App, email or phone call. Alternatively, parents can ask their child to show an appointment card to our Attendance Officer on Reception.

#### 4.4 Lateness to school and Punctuality to lessons

Arriving on time for school and lessons means that students don't miss out on the sharing of important messages and learning activities. It is very important for children to develop habits of arriving on time so that this life skill is embedded at an early age and serves them well in both academic and professional careers. In school and in nearly every job student's go on to pursue, they will be expected to be punctual, which means no loitering and being on time, every time. Students who arrive late cause disruption and bring unwanted attention to themselves. This is why it is of utmost importance that students arrive to school by 8.35am, or preferably a few minutes earlier, so that they can be in the right place at the right time to start the day at 8.40am promptly. Arriving late results in missed learning opportunities. Students arriving late to school will be required to hand their mobile phone in at Reception and collect it at the end of the school day. Any student arriving late without a valid reason will be issued with a same-day 30-minute detention. Where a parent/carer has notified the school of an unavoidable reason for lateness, a same-day detention will not normally be issued. If a student leaves the school site during the school day, they must collect their mobile phone before departing.

| Minutes late             | Days lost per year |
|--------------------------|--------------------|
| 5 minutes late each day  | 3 days lost        |
| 10 minutes late each day | 6.5 days lost      |
| 15 minutes late each day | 10 days lost       |
| 20 minutes late each day | 13 days lost       |
| 30 minutes late each day | 19 days lost       |

We encourage all parents to make contact with the Academy if you are experiencing any difficulties with getting your child to school on time.

Students who are late to school or lessons without a valid reason will be issued with a late mark (L). Students who arrive after the gates have been locked or are repeatedly late to registration or lessons will receive a sanction.

The new National framework states that where a school or Academy have concerns with regards to persistent lateness to school, a fixed penalty notice may be issued.

**A student who arrives late for no valid reason (after 8.40am) but before the register has closed will be marked as late, using the appropriate code (L). Our official morning register closes at 9.10am on every school day.** A student who arrives after the register has closed will be marked as absent for the time missed, using the appropriate code. If a reason is not provided, the absence will be unauthorised and the student will receive a sanction unless there are exceptional circumstances.

When students arrive late to lessons, it can disrupt the flow of teaching or class discussion, distract others and impede learning. A student who arrives late to lesson, after everyone else and without a valid reason will miss out on important information and they will disrupt teaching and learning. Students will be issued with a late mark (L) on the register. An accumulation of late marks throughout the week will result in a sanction being issued. (See appendix 4)

It may seem like being a couple of minutes late isn't really that much, but for the typical school day of 6.5 hours, a student who is 10 minutes late every day will miss **30 hours** of school/learning time that year. If a child is 10 minutes late getting to school, it is more like 20 minutes until they are actually learning. The impact on the class

as a whole is even larger. If two students are late, one by 3 minutes and one by 6 minutes, then the class is disrupted on more than one occasion and the learning of everyone is affected.

#### **4.5 Following up absence**

Parents/carers are expected to contact the Academy by 8.40am on every day that their child is absent to explain the reason. Where a reason has not been provided, we will make contact with parents/carers, and where appropriate social workers, to establish the reason for absence to ensure safeguarding. The Academy will follow up all 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. (Appendix 3)

All N Codes, which indicates that the whereabouts of the student is unknown (see Appendix 1) will be followed up on the same day to ensure that all students are accounted for and safe. If no reason is provided for student absence by the end of the day, the absence will not be authorised and will be recorded as an unauthorised absence.

#### **4.6 Suspensions and Permanent Exclusions**

For the first five school days of any exclusion, parents must ensure that their child of compulsory school age is not in a public place during school hours without very good reason. Parents must also ensure that their child attends any new full-time education provided from the sixth day of exclusion (unless they have arranged suitable alternative education themselves). If your child is found in a public place, you could be prosecuted and issued with a fixed penalty notice.

#### **4.7 Support students back in to school**

Students will be supported back into school following a lengthy or unavoidable period of absence. Students who are unable to access lessons may be offered support in our Engagement Hub. This is at the discretion of the Academy and organised on a bespoke basis. This provision delivers tailored intervention, mentoring, and daily check-ins to address barriers to attendance. The Engagement Hub works closely with Tutors, Pastoral Teams, SEND Key Workers and families to ensure a coordinated approach to improving attendance and wellbeing.

Joined up pastoral care will be provided and it will be decided by a senior leader in the Academy or other professional whether a time-limited phased return to school is appropriate. In very exceptional circumstances, where it is in a student's best interests, there may be a need for a student to be supported with less than full-time education through a temporary part-time timetable to meet their individual needs as agreed by both the school and the parent the student normally lives with. This will be regularly reviewed and have a proposed end date that takes into account the circumstances of the individual, after which the student is expected to attend full-time, either at school or alternative provision. Part-time timetables will only be used in exceptional circumstances, will be time-limited, regularly reviewed and will form part of a reintegration plan.

### **5. Leave of Absence requests**

Parents should plan their holidays around school breaks and avoid seeking permission to take their children out of school during term time unless it is absolutely unavoidable. We understand that on occasions, parents may need to make a request for leave of absence due to an aspirational activity where their child is taking an

examination or representing a team. In all cases where leave of absence is being requested, a 'Leave of Absence' form must be completed and returned in advance of the planned leave. Forms are available on the school website or upon request from the school Reception. A request for leave of absence will not be granted unless it is made in advance by a parent the student normally lives with **and** we are satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. Where a leave of absence is granted, we will determine the number of days a student can be authorised as absent from school. A leave of absence is granted entirely at the Headteacher's discretion.

## 5.1 Unauthorised Absence

Unauthorised absences are those for which no 'leave' has been granted by the Headteacher. Unauthorised Absence includes:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark for registration (after the am official register closes)
- shopping, looking after other children, birthdays or other celebrations
- day trips and holidays in term time which have not been agreed.

Whilst any child may be absent because they are ill, occasionally some young people may be reluctant to attend school. Any problems with regular attendance are best sorted out between the Academy, the parents/carers and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse. Parents should contact the Academy at the earliest opportunity in relation to any attendance concerns.

The Headteacher will not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. **It is unlikely a leave of absence will be granted for the purposes of a family holiday.** If your leave of absence request is unauthorised and your child is then absent on the requested days, you may be liable for a penalty notice issued by Staffordshire County Council.

**From August 2024, in line with the new national framework, the fine for school absences across the country is £80 per parent, per child if paid within 21 days, or £160 if paid within 28 days. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If a parent is prosecuted and attends court because their child hasn't been attending school, they could get a fine of up to £2,500.**

More information can be found by following the link: [School attendance and absence: Legal action to enforce school attendance - GOV.UK](#)

## 5.2 Exceptional Circumstances (granted leave of absence)

We define 'exceptional circumstances' as situations that are of sufficient seriousness that the absence can be justified and leave of absence will be granted. The Academy considers each application for term-time leave of 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 if it is deemed to be the result of exceptional circumstances.

**Erasmus Darwin Academy works closely with Staffordshire Local Authority and in line with statutory guidance for schools. The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices.**

## **6. Persistent Absence (PA)**

Where absence escalates and students miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), these students are classed as 'persistent absentees (PA). Those missing 50% or more of school are severely absent students. Absence at this level is doing considerable damage to any child's educational prospects and we need parents/carers' fullest support and co-operation to tackle this. We monitor all absence daily. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this. PA students are tracked regularly and monitored carefully.

Any PA students and their parents/carers may be subject to an Early Help Assessment (EHA). The EHA may include: allocation of additional support through a mentor, or participation in activities based around raising attendance. The EHA may also include a request for additional support from partner agencies. All PA cases are also automatically made known to the senior leadership team and their tutor.

### **6.1 Legal Intervention**

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority. Where it is decided to pursue prosecution, only local authorities can prosecute parents.

Where all voluntary support options are unsuccessful or are not appropriate (e.g. an unauthorised holiday in term time), where appropriate, the Academy will work with the local authority to implement Attendance Contracts and other formal attendance interventions to support improvement and secure regular attendance.

The absence (other than an unauthorised family holiday) is so often a symptom of wider issues a family is facing, where possible, we will work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects students' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for students of compulsory school age and decisions are made on an individual case by case basis. The Academy and local authority will decide which parent(s) to involve in attendance legal intervention, but generally this will be all parents who have day to day responsibility for the child.

Erasmus Darwin Academy is in the Staffordshire local authority area. Where a student lives in another local authority (e.g. Walsall Borough), Staffordshire local authority will take the lead in any action to improve attendance because this is the local authority in which your child attends school.

### **6.2 Penalty Notices**

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. Fixed penalty notices can be issued where the student's absence has not been authorised and the absence constitutes an offence. Fixed penalty notices can be issued to each parent liable for the attendance offence or offences, which is usually the parent or parents with day-to-day responsibility for the student's attendance. Fixed penalty notices may also be issued where parents allow their child to be present in

a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion.

Fixed penalty notices will be issued in line with the Education (Penalty Notices) (England) Regulations 2007 and can only be issued by the Headteacher or someone authorised by them (a deputy or assistant head).

In line with the national framework for penalty notices, Erasmus Darwin Academy will consider whether a penalty notice is appropriate in each individual case where a student reaches the national threshold for considering a penalty notice. We will not have a blanket position of issuing or not issuing penalty notices and will make judgements on each individual case to ensure fairness and consistency across the country. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Erasmus Darwin Academy does not receive any monies from fines paid.

### **6.3 Escalation in cases of repeat offences**

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from August 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate. Please refer to the national framework for further details.

## **7. Working with families and other partners to ensure good attendance**

Attendance is updated daily and accessible to all parents/carers via the Edulink App. Attendance is regularly monitored and staff will work with families to keep them updated about attendance and absence levels. Parents/carers will be contacted and/or invited in to school to discuss attendance and engagement concerns. We will identify students who we feel need support from wider partners and make referrals where necessary. Where a student's attendance begins to decline, or where wider concerns indicate emerging unmet needs, the Academy will work proactively with families to identify barriers and offer support at the earliest opportunity. We will seek to understand the family's circumstances, agree shared actions, and coordinate support with relevant agencies where appropriate. This may include referral to outside agencies, targeted pastoral intervention, SEND Key Worker involvement, or support through the Engagement Hub. The Engagement Hub provides a structured environment where students can receive targeted intervention, pastoral support, and reintegration planning. This includes daily monitoring, personalised attendance goals, and coordinated work with families and external agencies where appropriate. Our aim is to work collaboratively with parents to prevent escalation, reduce the risk of persistent absence, and ensure that students receive timely, proportionate support that addresses the root causes of non-attendance. To ensure that support is matched to need, the Academy follows a tiered approach to attendance intervention. This graduated model enables early identification of emerging concerns, targeted support for students requiring additional help, and, multi-agency intervention where attendance difficulties are more significant or sustained. The tiered approach ensures that all staff work in a coordinated and structured way to remove barriers to attendance and secure sustained improvement.

Families are encouraged to contact the Academy as soon as any attendance concerns arise. By working together and building positive relationships between home and school, we will gain a better understanding of barriers to attendance and work together to address and remove them. There is a clear link between attendance and attainment, positive outcomes and wider wellbeing and there are sometimes misconceptions

amongst families about what 'good' attendance looks like. Students with less than 90% attendance are classed as 'persistent absentees' and the Academy will work closely with students and their parent/carers to improve attendance wherever possible, agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide further support for those students with persistent or severe absence. Where voluntary support has not been effective and/or has not been engaged with, we will work with the local authority to put formal support in place. Where barriers to attendance for a student or family are complex and signposting to services is not sufficient, we will work together with other partners to provide more intensive whole family support to address them, especially for severely absent students.

### **7.1 Pupils with medical conditions (including mental or physical ill health) or special educational needs and disabilities**

Some students face greater barriers to attendance than their peers. These can include students who suffer from a diagnosed long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other student and therefore our attendance ambition for these students is the same as they are for any other student. Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these pupils are still expected to attend school regularly. We are mindful of the barriers that some students can face and we will work with families to put additional support in place and make reasonable adjustments where necessary to help students access their full-time education. We will consider whether additional support from external partners would be appropriate and will liaise or make referrals so that we can work together to provide the best support possible.

Students with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. Please see further information on [Supporting pupils with medical conditions at school - GOV.UK](#)

### **7.2 Working collaboratively with the local authority and other partners**

With GDPR in mind, Erasmus Darwin Academy works in collaboration with Primitas Learning Partnership, the local communities (including voluntary and community groups) and local authority to share data on individual cases where it is of benefit to the student to improve attendance and to help remove the barriers to attendance that families experience. This is particularly beneficial in supporting transition between our Trust and feeder schools.

## **8. Attendance Monitoring**

We will regularly analyse attendance and absence data to identify individuals, cohorts or groups that require support with their attendance to deliver intervention in a targeted way. Attendance data will be shared with teachers, tutors and pastoral staff to facilitate discussions with students about their attendance. Data will also be shared with governors, the Trust (Primitas Learning Partnership), the DfE and Local Authority.

Attendance data will be routinely analysed for vulnerable groups including pupils with SEND, disadvantaged pupils, children in care, young carers, previously looked-after children, pupils with social workers and those attending alternative provision. Findings will inform intervention planning and resource allocation. Attendance

trends for vulnerable cohorts will be reported regularly to senior leaders and governors. Intervention plans will be reviewed to evaluate impact and ensure resources remain directed towards students most at risk of persistent or severe absence.

Analysis of data will also be used to identify patterns and trends and relate this to local, regional and national levels of attendance (where available) to identify areas of focus for improvement. The Academy may implement targeted attendance initiatives, such as time-limited challenges, to motivate students, reinforce routines, and reduce persistent absence. These initiatives may include personalised targets, weekly tracking, and reward incentives.

Where students attend approved educational activities off-site, the Academy will ensure appropriate supervision and safeguarding arrangements are in place.

### **8.1 Daily**

Attendance is monitored on a daily basis by the Attendance Team, Tutors and Teachers. Where possible, we adopt an approach of early intervention to avoid issues escalating and attendance and engagement in Academy life declining. Parents are expected to notify the Academy before 8.40am if their child is going to be absent or late for Registration. Parents should call on each day of continued absence unless advised differently by a member of Academy staff. If the Academy is not contacted about an absence, or if the student is not present in one of the sessions throughout the day, they will be marked with an 'N' on the register. All N codes will be followed up on the same day and no absence will be left without an official code. see Appendix 1. If no reason for a whole day of absence is received by the end of the day, this will be classified as an unauthorised absence and coded as 'O' (unauthorised absence).

A register is taken at the start of each of the six sessions (including the official am and pm register) throughout the day where students are marked as being present, late or absent.

All Persistent Absentees (less than 90%) will be checked, monitored and this may be followed up on the same day as absence with a telephone call or email to parents.

### **8.2 Weekly**

Analysis of all absence takes place weekly, highlighting those within each year that have had an absence during the previous week or those with an attendance rate of less than 90%. Monitoring of groups and vulnerable students will take place weekly to highlight any patterns or cause for concern. to ensure that support is timely and proportionate.

Follow up constitutes, ongoing monitoring, parental communication, student mentoring or a meeting with the most appropriate member of staff including the Attendance and Engagement Manager or a member of the Pastoral Team. Information will be shared with Tutors so that motivational and developmental conversations can take place with students and informed discussions can take place with parents.

### **8.3 Half Termly**

Complete analysis of whole school attendance by year groups, student groups and sub-groups. Data to be shared with SLT, other relevant staff groups and Governors. This analysis will incorporate the latest DfE attendance releases, IDSR updates and any live updates published during the half term to ensure that the Academy's evaluation remains current and benchmarked against national and local trends. Findings will be used to identify emerging patterns, inform tiered intervention planning, and support strategic decision-making.

## **8.4 Annually**

Annual report on attendance for Governors, highlighting trends over the last three years. A review of the Attendance Policy will also take place annually.

## **8.5 Targeted monitoring**

All students are monitored weekly on their level of attendance and the relevant action is taken.

## **8.6 Rewards**

In order to promote the importance of good attendance for our students, we use a range of rewards to acknowledge good and improved attendance including the following:

- Weekly acknowledgement for those students who have 100% or improved attendance from the previous week.
- Acknowledging improved attendance.
- Sharing in students' progress success during our termly celebrations.
- Assemblies. There is always a strong correlation between good academic progress and good levels of attendance.
- Acknowledging those students with 100% attendance at the end of each academic year, as well as those with 100% over multiple years.
- Use of whole-school and targeted attendance incentives, including short-term challenges, reward draws, and tier-appropriate motivational activities designed to encourage sustained attendance and recognise both consistency and improvement.

# **9. Roles and Responsibilities**

It is the responsibility of ALL staff to promote the regular and punctual attendance of all students. For those staff with pastoral responsibilities, they also have an additional responsibility to assist with the implementation of the Academy ethos and attendance policy. Attendance is the essential foundation to positive outcomes for all students including their safeguarding and welfare and is therefore an integral part of our school ethos and culture. Attendance is everyone's responsibility in school, including all school staff.

## **9.1 The Governing Body**

The governing body hold the Headteacher to account for the implementation of this policy by challenging and ensure the Academy fulfil their statutory duties. Improving attendance requires constant focus, and effective whole school approaches require regular ongoing support, guidance, and challenge. Our governing body recognise the importance of school attendance and promote it across the school's ethos and policies. The governing body are ultimately responsible for ensuring due regard to guidance and compliance with the law on school attendance. Governors will receive regular attendance reports which include analysis of whole-school attendance, persistent absence, severe absence, attendance of vulnerable groups, impact of interventions and benchmarking against local and national attendance data where available.

## **9.2 The Headteacher**

The Headteacher is ultimately responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The Headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

## **9.3 Senior Leadership Team/those with responsibility for different groups**

Those with responsibility for different groups of students will meet with the Attendance and Engagement Manager to identify and support when Attendance is a barrier to progress and engagement in school life. (e.g. Assistant Headteachers, House Leaders, Pastoral Team, SENDCO, Year 10 & 11 progress leader)

## **9.4 Senior Leader with responsibility for attendance**

The Senior Leader has the responsibility to maintain and improve regular attendance. The Attendance and Engagement Manager meets with the Senior Leader and informs them of which students have low or falling attendance. The Senior Leader may follow up by communicating with parents via email or phone, seeing a student in school, meeting with parents, liaising with/ referring to other professionals or agencies.

## **9.5 The Attendance and Engagement Manager**

- Reports to the Senior Leadership team on a regular basis with regards to whole school attendance.
- Provides information for all student facing staff on a weekly basis. regarding student intervention and attendance issues.
- Arranges calls and meetings with parents to discuss attendance issues.
- Utilises outside agencies and links with other professionals to request additional support for families who may be struggling with attendance issues amongst their children.
- Liaises with the Headteacher in relation to requests for leave during term time and when to issue fixed-penalty notices .
- Works with individual students, liaising with parents, staff and other partners.
- Carry out home visits and safe and well checks as required.
- Work collaboratively with the Engagement Hub to support students requiring structured intervention or reintegration following periods of low attendance.

## **9.6 The Attendance Officer (reception staff in the absence of the attendance officer)**

- Monitors and records attendance and reasons for absence for every session on a daily basis to ensure the safeguarding of students
- Reports concerns about attendance to the Attendance and Engagement Manager
- Produces a list of first day absence on a daily basis
- Follows up on N Codes and reasons for absence ensuring all students are accounted for
- Processes paperwork for local authority fixed penalty notices (Attendance Officer only).

## **9.7 Form Tutors**

Form Tutors are responsible for recording the first official registration mark during Tutor time using the correct codes, and submitting this information using the SIMS system. The official am register is taken at 8.40am each day. Form Tutors will hold regular discussions with students and their families about attendance, act as the first point of contact for parents and carers when concerns arise and ensure that any attendance-related information received is shared promptly with the Attendance Team. They will review weekly attendance updates for their

tutor group, promote attendance initiatives, communicate individual attendance targets, reinforce key attendance messages, and support in identify at an early stage any students whose attendance is becoming a concern so that timely support and intervention can be put in place.

### **9.8 Class Teachers**

Class teachers are responsible for recording attendance to their lesson on a daily basis using the correct codes, and submitting this information using the SIMS system. Registers will be taken within the first 10 minutes of each session/lesson. Registers must be completed for every lesson throughout the course of the Academy Day. If there are any issues preventing a member of staff taking a register, reception must be notified as soon as possible.

### **9.9 Staff supporting students during lesson time**

Any member of staff who is working with a student at the start of a session which means that the student is not attending their timetabled lesson, must register the student. Any member of staff with access rights to SIMS attendance can register the student directly using the correct code. Alternatively, staff must inform Reception so that the register can be updated.

### **9.10 Reception/Office Staff**

Reception/Office staff are expected to take messages from students and parents about absence and record it on the school system (SIMS). Reception staff will update the register on SIMS when a student signs in when arriving to school after 8.40am or leaves at any time throughout the school day.

### **9.11 Pastoral Team and SEND/Key Worker Support**

For identified students, staff will work collaboratively with the Attendance Team to support students who require structured intervention or support, maintaining regular communication with students and their families about attendance, acting as a point of contact for parents and carers, and ensuring that any attendance-related information is shared promptly. They will monitor weekly updates for identified students, promote whole-school attendance initiatives, reinforce key attendance expectations, and contribute to the early identification of emerging concerns so that appropriate support and intervention can be coordinated.

## **10. Staff training**

Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard students. Just as those barriers are regularly evolving, so too is the training that school staff require to address them. Training on attendance and working with families is included in the Academy's continued professional development offer for all staff.

## **11. Motivation and rewards**

Students are recognised and praised for good attendance and punctuality through assemblies and termly letters/phone-calls home.

## **12. Monitoring Arrangements**

This policy will be reviewed annually by the Attendance and Engagement Manager and the Assistant Headteacher i/c of Attendance. At every review, the policy will be shared with the governing body and wider staff.

### **13. Links with Other Policies**

This policy is linked to the following policies:

- Safeguarding incorporating child protection
- Behaviour for Learning

**Attendance Codes – Academic Year 2026/27**

The following codes are taken from the DfE's guidance on school attendance.

| <b>Attending the school</b>                                           |                                                                                                                               |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| / \                                                                   | Present at the school during that session (am and pm session)                                                                 |
| L                                                                     | Late arrival before the register is closed (Arrival before 9.10am)                                                            |
| K                                                                     | Attending education provision arranged by the local authority                                                                 |
| V                                                                     | Attending an educational visit or trip                                                                                        |
| P                                                                     | Participating in a sporting activity                                                                                          |
| W                                                                     | Attending work experience                                                                                                     |
| B                                                                     | Attending any other approved educational activity                                                                             |
| D                                                                     | Dual registered at another school                                                                                             |
| <b>Absent – Leave of absence</b>                                      |                                                                                                                               |
| C1                                                                    | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.      |
| M                                                                     | Leave of absence for the purpose of attending a medical or dental appointment                                                 |
| J1                                                                    | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| S                                                                     | Leave of absence for the purpose of studying for a public examination                                                         |
| X                                                                     | Non-compulsory school age pupil not required to attend school                                                                 |
| C2                                                                    | Leave of absence for a compulsory school age pupil subject to a part-time timetable                                           |
| C                                                                     | Leave of absence for exceptional circumstance                                                                                 |
| <b>Absent – other authorised reasons</b>                              |                                                                                                                               |
| T                                                                     | Parent travelling for occupational purposes                                                                                   |
| R                                                                     | Religious observance                                                                                                          |
| I                                                                     | Illness (not medical or dental appointment)                                                                                   |
| E                                                                     | Suspended or permanently excluded and no alternative provision made                                                           |
| <b>Absent – unable to attend school because of unavoidable causes</b> |                                                                                                                               |
| Q                                                                     | Unable to attend the school because of a lack of access arrangements                                                          |
| Y1                                                                    | Unable to attend due to transport normally provided not being available                                                       |
| Y2                                                                    | Unable to attend due to widespread disruption to travel                                                                       |
| Y3                                                                    | Unable to attend due to part of the school premises being closed                                                              |
| Y4                                                                    | Unable to attend due to the whole school site being unexpectedly closed                                                       |
| Y5                                                                    | Unable to attend as pupil is in criminal justice detention                                                                    |
| Y6                                                                    | Unable to attend in accordance with public health guidance or law                                                             |
| Y7                                                                    | Unable to attend because of any other unavoidable cause                                                                       |
| <b>Absent – unauthorised absence</b>                                  |                                                                                                                               |
| G                                                                     | Holiday not granted by the school (unauthorised)                                                                              |
| N                                                                     | Reason for absence not yet established                                                                                        |
| O                                                                     | Absent in other or unknown circumstances                                                                                      |
| U                                                                     | Arrived in school after registration closed (after 9.10am)                                                                    |
|                                                                       |                                                                                                                               |
| Z                                                                     | Prospective student not on admission register or Student has left the academy                                                 |
| #                                                                     | Planned whole school closure                                                                                                  |

## **TIERED APPROACH AND ACTIONS FOR STUDENTS WITH ATTENDANCE AND PUNCTUALITY CONCERNS**

The below information is for guidance only and action may vary depending on personal circumstances. A tiered and staged approach will be implemented to improve attendance. All staff have a responsibility to address attendance concerns. Staff with pastoral responsibilities will have specific involvement within this approach when attendance reaches the following percentage:

- Below 50% - Attendance and Engagement Team/Safeguarding Team/Senior Leadership Team
- 50.1% - 84.9% - Pastoral Team and SEND Key Worker where relevant
- 85% - 93% - Tutors

All of the above will receive support from the Attendance and Engagement Manager

Within Half Term 1, attendance can be adversely affected by minimal attendance. However a decreasing week by week trend would initiate attendance intervention/support as required.

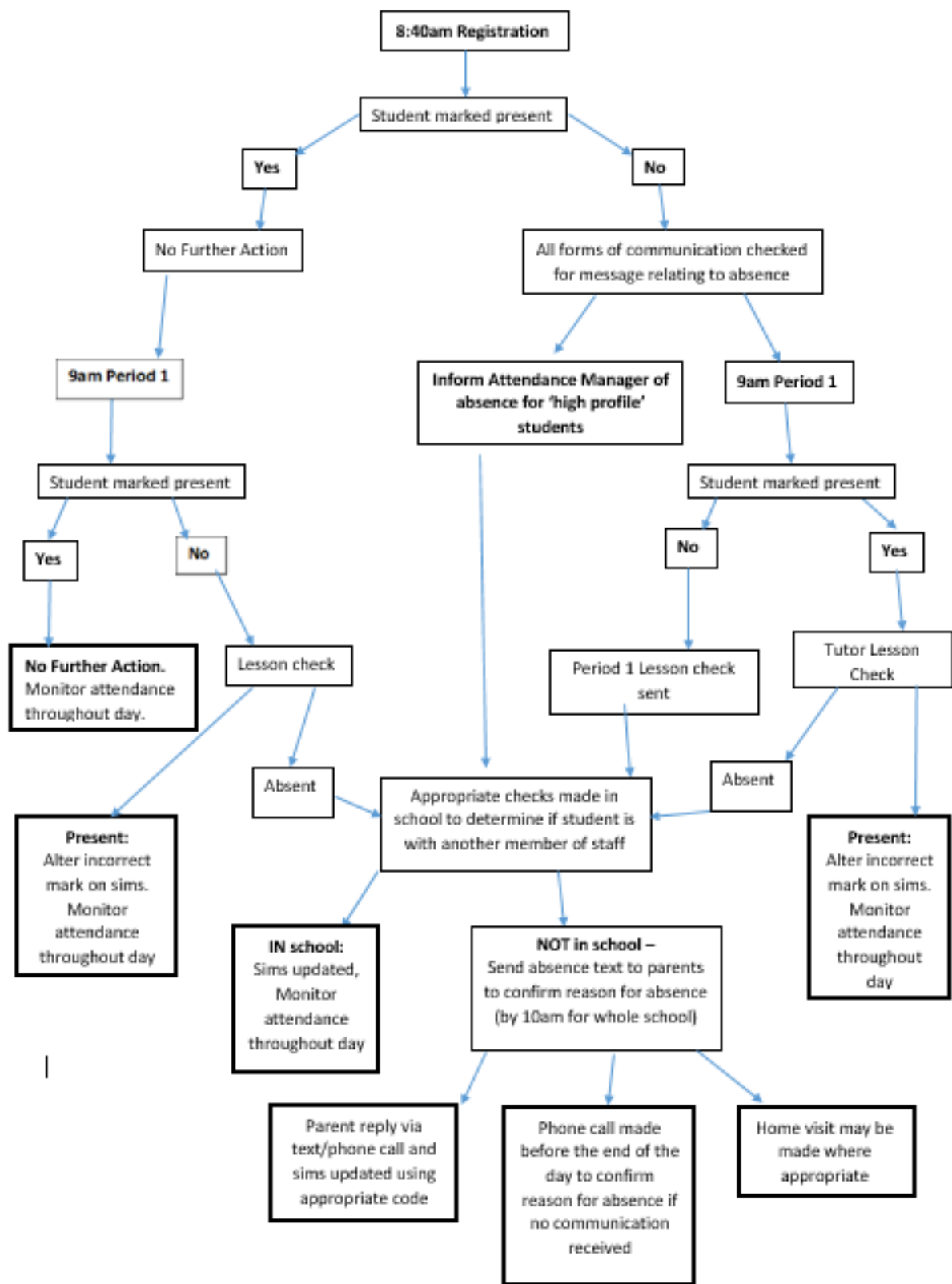
| Tier                                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b><br>Tutor Intervention<br>SEND Key Worker<br><br><br><br><br><br><br><br><br><br>Attendance action | <p><b>Initial concerns – A number of absences which result in Attendance between 88% - 93% and/or Punctuality concerns</b></p> <p>Impact of absence on learning and engagement should be raised by the Tutor and subject Teacher.</p> <p><b>Tutor should:</b></p> <ul style="list-style-type: none"> <li>• Follow up absences and punctuality concerns with the student and identify any patterns, involving the relevant staff.</li> <li>• Contact parents to discuss attendance concerns and arrange for a meeting if appropriate.</li> <li>• Record conversation on SIMS.</li> <li>• Recognise improved attendance.</li> </ul> <p>1<sup>st</sup> letter to parents highlighting initial attendance concern when attendance falls below 90%.</p> <p>2<sup>nd</sup> letter to be sent if attendance does not improve over a period of 2 weeks and student is at risk of remaining below 90% attendance and is therefore a persistent absentee (PA).</p> <p>Punctuality letter sent to parents highlighting concerns and outlining potential consequences of continuation of this issue.</p> <p>Attendance data to be shared weekly with staff who have pastoral responsibilities.</p> |
| <b>2.</b><br>Tutor<br>Pastoral Team<br>SEND Key Worker                                                      | <p><b>Cause for Concern – Ongoing punctuality concerns and/or attendance is between 50.1% - 84.9% Pastoral Team and SEND Key Worker will now take lead on addressing attendance concerns.</b></p> <p>Tutor conversations following each absence, identifying any concerns to continue as above.</p> <p>Regular telephone communication and/or meetings with student and family where appropriate.</p> <p>Interventions to be logged on SIMS</p> <p>Most appropriate member of the Pastoral Team or the SEND Key Worker to discuss concerns with student and family, addressing barriers and take action where required. This will include telephone conversations as well as face-to-face meetings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attendance and Engagement Manager                                     | <p>Referral to internal/external partner support to be made where appropriate in liaison with Attendance and Engagement Manager (including use of the Engagement Hub).</p> <p>Attendance and Engagement Manager to communicate with Tutor and relevant staff, concerns and actions taken to date.</p> <p>Concerns to be raised with wider Senior Leadership Team.</p> <p>Students with ongoing punctuality concerns will be placed on to report for a period until a constant improvement can be seen.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Attendance action                                                     | <p>3<sup>rd</sup> Letter for those with less than 90% attendance indicating that student continues to be a persistent absentee and a referral will be made to the Local Authority with potential legal consequences should there be little or no improvement within the next 2 school weeks or agreed timescale. Letter also invites parents in to school for a meeting.</p> <p>Parental meeting to involve student and other relevant staff if applicable where the offer of Early Help or alternative support will be discussed. Action plan to be decided with timescales agreed. staff to be informed of the outcomes if they are not present in the meeting.</p> <p>Parent informed about the process of statutory action if little or no improvement.</p> <p>Attendance to be closely monitored – daily, with a weekly overview provided to Tutor and Senior Leadership Team relevant staff and any additional agencies involved.</p> <p>Referral/Information shared with to Local Authority where appropriate</p>                                                                           |
| <p>3.<br/>Pastoral Team</p> <p>Attendance action</p>                  | <p><b>Serious cause for concerns – Less than 50% attendance/Persistent lateness to school with no valid reason. Safeguarding Team will now become involved.</b></p> <p>Discussions between student, and relevant staff about impact of absence and importance of attendance to continue.</p> <p>Involvement of Safeguarding Team to be discussed with pastoral team to identify required action.</p> <p>Attendance and Engagement Manager or Safeguarding Team to have regular conversations with student and to contact home for those with less than 50% attendance when student is absent. Keep Tutor and, SEND Key Worker and wider Pastoral Team informed. Seek support from partner agencies where possible. Support from The Engagement Hub. Interventions to be logged on SIMS or MyConcern.</p> <p>Letter to parents inviting them in for follow-up meeting with Attendance and Engagement Manager and most appropriate member of staff.</p> <p>Referral to Local authority (education welfare services) for legal action where this is appropriate and has not previously been done.</p> |
| <p>4.<br/>Attendance and Engagement Manager<br/>Safeguarding Team</p> | <p><b>Severe attendance concerns - Less than 50% attendance with no improvement.</b></p> <p>Safeguarding Team to consider potential educational neglect and proceed as necessary.</p> <p>Intensive support within school to address identified barriers.</p> <p>Referral to appropriate external agencies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**Continuous Absence:**

| Days off           | Action taken by                                                               | Action taken                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                  | Attendance Officer                                                            | If no information received from parent/carer a message will be sent via Edulink requesting reason for absence. A chaser telephone call will be made if still no reason provided for absence before the end of the school day. Absence will be recorded as unauthorised if no reason provided by end of school day.                                                                                                                                     |
| 2                  | Attendance officer/Attendance and Engagement Manager                          | As above.<br>A telephone call will be made by the Attendance and Engagement Manager to all contacts held for that child.<br>Home visit will be initiated.<br>Inform Safeguarding Team to determine next steps if no response.                                                                                                                                                                                                                          |
| 3                  | Attendance Officer/Key worker or most appropriate member of Pastoral Team     | If a child has been absent for 3 continuous days with reported illness, a telephone call will be made to see how the child is and if any support can be offered upon their return to school.                                                                                                                                                                                                                                                           |
| 4                  | Attendance and Engagement Manager or most appropriate member of Pastoral Team | If a child has been absent from school with reported illness, a home visit will be considered depending on individual circumstances.<br>If a child is reported as being absent from school with an illness but information is received from other sources to indicate that this may not be accurate reporting (suspected holiday during term time), a home visit and/or referral to the Local Authority for a fixed penalty notice will be considered. |
| 5                  | Tutor                                                                         | Following five consecutive days of absence (excluding family holidays), the Tutor will make contact with the student and/or parent/carer to check on their wellbeing, offer appropriate support, and work collaboratively with the family to plan for a smooth return to school as soon as possible.                                                                                                                                                   |
| Persistent Absence | Attendance and Engagement Manager or most appropriate member of Pastoral Team | When a child is persistently absent from school, and this is not because of an unauthorised holiday, a home visit will take place so that attempts are made to see the child within at least every 10 school days. If the child has not been seen within this period of time, this will be reported to the Safeguarding Team.                                                                                                                          |

Daily monitoring



## **Punctuality and Late Arrival to School**

## **APPENDIX 4**

At Erasmus Darwin Academy, the school day begins at 8:40am with Registration. All students are expected to arrive on site by 8:35am at the latest. This allows sufficient time for students to place their mobile phone in their locker, organise their equipment and arrive at Registration ready for a prompt start to the school day.

Regular punctuality is an important part of good attendance and helps students establish positive habits that support achievement, wellbeing and future employment.

The school gate closes at 8:35am. Any student arriving after 8:35am, or after the gate has been closed, must enter the school through the Main Reception. Any student arriving late will hand their mobile phone in and collect this at the end of the school day.

### **Same-Day Detention for Unreported Lateness**

Where a student arrives late after the gate has closed and no communication has been received from a parent/carers regarding the reason for lateness, the student will be issued with a 30-minute detention on the same day after school. The purpose of this sanction is to reinforce the importance of punctuality and minimise disruption to the start of the day. Where a parent/carers has informed the school that their child will be late, and the reason is deemed appropriate, a same-day detention will not normally be issued.

### **Reporting a Late Arrival**

Parents/carers are strongly encouraged to notify the school if their child is going to be late. This enables us to support students upon arrival, record the correct reason for lateness and avoid unnecessary sanctions where appropriate.

### **Communication with Parents and Carers**

When a student has been issued with a 30-minute same day after school detention, parents and carers will be informed of this via **Edulink**.

### **Persistent Lateness**

Repeated lateness will be monitored by the Attendance Team and may result in further intervention.

The Academy will work in partnership with families to identify, support and address any barriers affecting punctuality.