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Dyson Perrins Church of England Academy

Attendance and Punctuality

Approved by the Governors: 23rd September 2024

1. Introduction

Dyson Perrins Church of England Academy provides a welcoming and nurturing environment, promoting life in all its fullness, whereby each member of the school feels part of the greater school community and all that it has to offer.

We expect all students on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to engage with students and their families and to put in place appropriate procedures and processes to facilitate good attendance

2. Rationale

Dyson Perrins Church of England Academy will continue to encourage all students to strive for 100% attendance and **aim for a minimum attendance figure of no less than 96%**. Regular attendance is important at every stage of your child's school career. Evidence suggests that regular attendance supports greater opportunity and good attainment.

We understand that 100% attendance is not always possible and we commit to engage with families to address any barriers to learning. To support and facilitate this we are committed to:

- Encourage and promote consistent, two-way, communication between home and school
- Promote effective partnerships with other educational stakeholders
- Make attendance and punctuality a priority for all those associated with the school including students, parents, guardians, carers, all staff and Governors

3. Our Expectations

We expect all students to:

- Strive for 100% attendance and **aim for a minimum attendance figure of no less than 96%**
- Arrive on time and well prepared for the day ahead
- Speak to an adult if they are experiencing difficulties or challenges

We expect all parents/guardians to:

- Encourage their son/daughter to attend school every day and on time
- Contact the school on the first day of absence and every consecutive day of absence until the child returns to school
- Provide the school with up to date contact details
- Not arrange family holidays to take place during the school term
- Inform the school of any problem that may affect attendance immediately

Parents/guardians can expect that the school will:

- Have a whole school approach to attendance
- Implement a system of rewards and recognition
- Record students attendance at AM and PM registration and at lessons accurately using SIMs

- Monitor attendance and support students and parents in improving attendance where there is a concern
- Use appropriate sanctions when dealing with continual and unexplained absence
- Follow the school non-attendance process for continual absence. Please see Appendix 1

4. Legal Framework

Parents/guardians have a legal responsibility to ensure that their child receives efficient, full-time education by regular attendance at school or otherwise under section 7 of the Education Act 1996. The Local Authority has a statutory responsibility to ensure that parents secure education for students of compulsory school age and where necessary, use legal enforcement. Dyson Perrins Church of England Academy will use legal processes when necessary. If a child of compulsory school age fails to regularly attend the school which he/she is registered at, then the parent/guardian is guilty of an offence under section 444 of the Education Act 1996. The policy fulfils the requirements outlined in the Department for Education School. 'Working together to improve school attendance (August 2024)' guidance <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

5. Penalty Notice

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Education Officers, Head Teachers and the Police to issue penalty notices for unauthorised absence from school. Penalty notices for unauthorised absences start from £80 per parent per child.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996 for failing to ensure a student's attendance at school.

6. Reporting Absence

If a child is absent for any reason, the school must be informed by the parent/guardian **on the first day of absence and every consecutive day of absences (unless otherwise agreed with Attendance Officer), including** providing the school with an expected date of return and reason for absence. The school should be notified **no later than 09:00 each day** to ensure that they can account for the child's wellbeing. Any absences for which the school have not received sufficient explanation within the prescribed timescales will be recorded as an unauthorised absence. Wherever possible and practical, parents are expected to make routine appointments such as dental or medical, outside of school time and/or in school holidays. School will require a copy of the medical/dental appointment information for their records.

To report a student absence parents should email attendance@dysonperrins.co.uk or call the school absence line on 01684 564751.

7. Categories of Absence

There are two categories of absence:

- (i) Authorised (approved)
- (ii) Unauthorised (not approved)

Absences can only be authorised by the Headteacher (or designated member of staff).

8. Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if the child has been unwell and the parents telephone the school to explain the absence. Only the school can authorise an absence, parents **do not** have this authority. Consequently not all absences supported by parents will be classified as authorised.

9. Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore an absence can be unauthorised even if the child is absent with the support of a parent i.e. Leave of Absence for the purpose of an unauthorised family holiday. A child arriving after the close of registers without good reason will also be classified as an unauthorised absence.

10. Punctuality

Punctuality is vitally important and is a life skill that reaches into employment in later life. Students who are persistently late are disrupting not only their own education but also that of others.

11. AM Registration Session

Form Registration (present mark '/') - 8:40am to 8:50am
Close of Form Register (authorised late 'L' Code) - 8:50 am to 9:10am
Close of Form Register (unauthorised late 'U' Code) – 9:10am

Students arriving after 8.40am must register at school reception on the InVentry screen where they can provide the reason for lateness. Reasons for lateness are required by the Attendance Officer for the school records.

12. PM Registration Session

Form Registration (present mark '/') - 1:45pm to 2:10pm

The school's behaviour policy and sanctions will be applied to any student who is persistently late.

13. Persistent Absences

The government uses the term Persistent Absence to refer to absence of 10% or more, whether authorised or unauthorised. Students with persistent absence are unlikely to attain their full potential at school, are at risk of failing to stay in education after leaving and are more at risk of other negative outcomes. Persistent Absentees miss a *minimum* of 19 days of school which equates to 95 lessons.

14. Monitoring Procedures

Students who are in school every day find learning more satisfying and manage the demands of the school day in a more positive way. The school monitors the attendance of all students and uses a staged approach to address any issues.

Students
at 100%



- Verbal Praise from Form Tutor
- 100% attendance for each 2 week period (20 sessions) rewarded with 8 achievement points on Epraise
- Non school uniform awarded each term in Assembly
- Award Activity/Trips
- Form Tutor/Pastoral Managers postcard to 'blue' rated students to reward excellent attendance
- Entered into end of term attendance raffle
- Praise postcards for 100% attendance from attendance office

Students at
99.99-96%



- Form Tutor to monitor 'green' rated students
- Praise and recognise positive attainment
- 96-99.9% attendance for each 2 week period (20 sessions) rewarded with 6 achievement points on Epraise
- Form Tutors to welcome student back after absence, discuss importance of attendance, check reasons for absence on SIMs and request note/evidence if not yet received
- Form Tutors to bring list of target students to briefings to discuss actions
- Rainbow attendance awards given each term in Assembly to reward improving attendance
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- Praise postcards for green band attendance from attendance office

Students at
95.99-90%



- Form Tutor 'Return to School' conversation with 'yellow' students, welcome student back after absence, discuss importance of attendance and request note/evidence if not yet received
- Contact home and Year Leader to ensure monitoring where attendance is in danger of falling, there is a pattern, or attendance is typically below 94%
- If no improvement and attendance is a concern Attendance Officer first formal attendance meeting. Home visit if appropriate
- Year Leader/Attendance Officer to monitor. Postcard to reward improvement
- Rainbow attendance awards given each term in Assembly to reward improvement

Students at
<90%



- Multiple interventions have now taken place
- Attendance Officer second formal attendance meeting
- Medical Evidence Letters (MEL) sent by Attendance Officer
- If attendance is a concern and typically below 92% with no improvement
- Consideration of one of the following legal processes:
 - 20 Day Warning Letter issued by Attendance Officer
 - Full prosecution under section 4441/a of the Education Action
 - Unauthorised leave of absence penalty notice
- *Referrals to external agencies as appropriate*
- *Attendance postcard to reward improved attendance*
- *Rainbow attendance awards given each term in Assembly to reward improvement*

15. Rewards

The school promotes regular attendance through Assemblies and the school's 'Rainbow Attendance' system of rewards. Parents are able to track and monitor their child/s attendance via our on line system Epraise facility. All students at Dyson Perrins Church of England Academy are celebrated for positive choices, achievement, attendance and behaviour in a number of ways as stated in the Behaviour Policy. In addition, students who have outstanding or rapidly improving attendance are acknowledged and celebrated in any one term. Students who demonstrate sustained excellent attendance and behaviours are also recognised and rewarded at the end of each academic year.

16. Children Missing in Education

The Attendance Team at Dyson Perrins Church of England Academy follows up each absence on a daily basis. In the unlikely event that we are unable to contact a family after 3 attempts at contact, to ascertain where the absent student is, we will take the following steps:

- Attendance Officer will carry out a home visit and other diligent enquiries, in order to make contact with the family
- If the home visit is unsuccessful then the Attendance Officer will refer the matter to Children Missing Education or Family Front Door.
- The Attendance Officer will also notify the Local Authority and/or any other agencies as appropriate in order for more extensive enquiries to be made.
- Safe and well checks will be completed for students not in school for a prolonged period, including when parents have informed the school. These may be via home visit or online. Checks will be made at least weekly and more frequently for vulnerable students.

17. Leave of Absence in Term Times

There is no automatic right for a parent to take their child out of school during term time and we require parents to observe the term times set. Parents and guardians are strongly advised that leave of absence is not to be taken during term time unless there are **exceptional circumstances**. Exceptional circumstances do not include family holidays and can only be authorised by the Head teacher or designated member of staff.

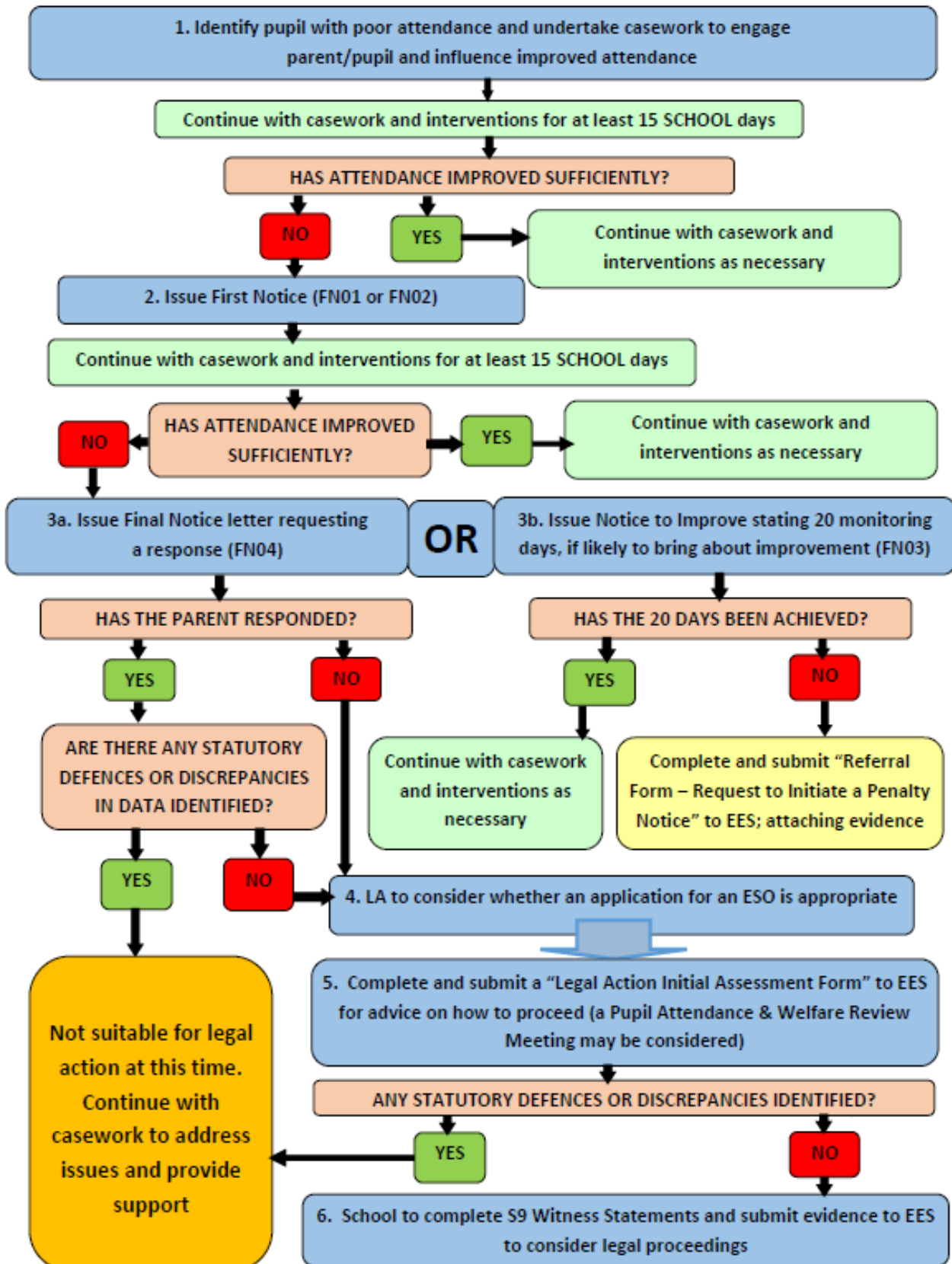
Parents must inform the school in advance if an absence is required for religious observance. Please note that religious observance will only be for major events and festivals.

Families should not make any travel arrangements prior to completing a 'Request For Leave of Absence' form available from school office or email attendance@dysonperrins.co.uk Parents must give sufficient warning for the school to consider the request (minimum 2 weeks). In emergency situations, please contact the school directly to discuss. Any applications made will be discussed by the Headteacher and Attendance Officer and parents will be advised on the outcome of the application and the possible action that may be taken. Please be aware any holiday taken without prior consultation with the school will automatically result in the period of absence being marked as unauthorised and a Penalty Notice being issued.

18. Supporting students to return to school following an extended period of absence

The school will regularly contact and communicate with parents where attendance is below expectations. The school will discuss any barriers to attendance and consider strategies to support the student to return to school, which may include short-term adaptations in school and/or referrals

to external agencies if appropriate. Any such support from the school does not negate the parents' legal responsibility to ensure their child is in school.



Appendix 2

