



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Attendance Policy

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Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Aims

Osborne Co-operative Academy Trust requires its schools to:

- Instil the expectation that all members of the Osborne Co-operative Academy Trust have excellent attendance to ensure that the central purpose of learning is not disrupted.
- Establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and challenge the behaviour of those pupils and parents/carers who give low priority to attendance and punctuality.
- Establish an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide information, advice, and support and maintain dialogue and a shared concern for the education and success of the pupil.
- Continually monitor the curriculum and learning environment to ensure the promotion of good attendance developing a welcoming, caring environment, whereby each member of the school community feels safe and secure.
- Relate attendance issues directly to the school's co-operative values, ethos and curriculum
- Maintain a high profile for attendance and punctuality, establishing **96% and above** as the benchmark for all pupils.

Roles and Responsibilities

Attendance is a pupil welfare and safeguarding issue. Osborne Co-operative Academy Trust takes its safeguarding responsibilities in these areas very seriously. Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils.

Trust Educational Welfare Officers (EWO)

- Maintain regular contact with the school and support the Attendance Officers in carrying out their duties
- Develop effective relationships with potentially vulnerable families
- Carry out home visits following a prolonged or unusual absence, lack of contact or a concern raised by the school
- Collaborate with the Local Authority to ensure that all requested documentation for Court cases is completed in a timely manner
- Attend court cases when required
- Should attendance be a concern we will request a meeting with parent/carer and put in place an action plan to improve this which will be monitored. Failure to improve may result in referring to the local authority and may incur PN/Prosecution

Following a cause for concern for attendance, parents/carers may be requested to provide medical evidence for any future absences. This may be prescription, copy of a medical appointment, proof of telephone appointment to discuss a medical query or proof of any medication.

School Staff

- Attendance Registers are legal documents and must be accurate. Within every Trust school teachers will be expected to take a register at the beginning of every session in our Secondary Schools and at the start of the

morning and afternoon session in our Primary Schools. No blanks should be left on the register, any pupil not present when the register is taken should be marked absent.

- Each school will hold an appendix to this policy detailing the actions taken if a child is absent or missing from a session.
- **Where a pupil has not attended school for one week medical evidence will be required or the absence will be coded as an unauthorised holiday and a Penalty Notice may be issued.**
- Absence of 10% will be recorded as persistently absent in line with national expectations.
- Each school will embed systems that raise the awareness of the importance of attendance that will support the pupils in achieving at least national expectation of attendance at 96% or above.
- Attendance will be monitored closely and reported at half termly meetings of the Local Governing Body and at a Trust Board level through the School on a Page (SOAP.)

Parents/Carers

Have a responsibility to:

- Understand that they are legally responsible for ensuring their child's regular attendance.
- Ensure their child arrives on time, in school uniform and ready to learn.
- Telephone their child's school on the first day of any absence to explain the reason for absence and give an expected return date. The timing of this phone call will be established in each school's appendix to this policy.
- Provide an up to date contact number and an emergency number that may be used in exceptional circumstances. It is important, that should the need arise, we can contact Parents/Carers without delay.
- Note the dates of public, statutory and internal examination periods. These are usually held in May/June each year. The dates for public examinations cannot be changed for any reason. If the public exams and Statutory Assessment Tests are missed they cannot be retaken during that examination cycle.
- Adhere to government guidance regarding term time holidays (any holiday taken in term time will be unauthorised and may be subject to a penalty notice.)

HOLIDAYS IN TERM TIME

Historically a Headteacher/Head of School had authority to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" for up to 10 school days per year. **This is no longer the case.**

In September 2013 amendments were made to 'The Education (Pupil Registration) (England) Regulations 2006'. As a result of this Headteachers/Heads of School are no longer able to grant any leave of absence during term time unless there are exceptional circumstances.

Osborne Co-operative Academy Trust understands the various reasons for parents/carers taking children on holiday during term time i.e. financial savings, restricted working holidays etc., however these would not be considered exceptional circumstances. Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who has 10 days absence will only attain 94.7% attendance in the year.

Holidays are not authorised during term time in response to the Government and Thurrock/Essex Authority initiative and has been agreed by Osborne Co-operative Academy Trust Board. Holidays will be recorded as unauthorised absence.

Our schools follow the recommended practice for Government and Thurrock/Essex Authority initiative.

- Parents/Carers take responsibility for ensuring children's regular, uninterrupted school attendance.
- Parents/Carers do not have a legal right to take children out of school on holiday.
- In exceptional circumstances (see below) it may be necessary for planned absence. All such cases should be discussed with the Headteacher/Head of School.
- If leave is taken without authorisation it will be recorded as unauthorised absence, and a Penalty Notice may be issued. This is set by regulation at £60 if paid within 21 days, rising to £120 if paid after 21 days but within 28 days.

- Penalty Notices must be paid in full. Instalment payment is not acceptable.
- If the recipient fails to pay the fine within 28 days the Local Authority will prosecute for the offence to which the Notice applies, save for in very limited circumstances when the Notice may be withdrawn.

Exceptional Circumstances

These are examples of what **MIGHT** be considered to be exceptional circumstances. In all cases, the Headteacher/Head of School will decide this on a case by case basis using this policy for guidance.

- A close relative is terminally ill and the holiday is likely to be the last such holiday.
- Religious observance.
- An agreed educational activity; prestigious performance/audition.

Leave will not be granted if:

- A holiday has been taken at any point in the pupil's school career.
- A pupil's attendance over the previous 20 week period is less than 96%.
- The period of leave coincides with the start of term, particularly the autumn term when pupils are settling in to their new year group.
- It coincides with tests, exams, SATs or other significant events in the school calendar.
- Pupils are in years 6 or 11.

Leave of absence forms should be obtained from the school office and submitted back to the school at least 5 working days before the first day of intended absence.

A pupil's absence during term time can seriously disrupt learning. Whilst absent they miss the teaching provided and are also less prepared for the subsequent lessons after their return.

Punctuality

Any pupil arriving later than registration should enter school via the main entrance reporting to the school office. If accompanied, a parent/carer should give a reason for the lateness, which will be added to the register. The pupil will then be sent to their classroom.

Where persistent lateness gives cause for concern a Penalty Notice may be issued.

Pupils who are consistently late are disrupting not only their own education but also that of others. Arriving late can be embarrassing for the pupil which may then encourage further absence. Good timekeeping is an important life skill which will help our pupils as they move through their school life and out into the wider world.

Children Missing in Education

A registered pupil is deemed to be missing when:

- a) They fail to attend school without any explanation;
- b) The school has been unable to establish the reason, or locate the pupil with any of the contact names at the last known address, or from intelligence from the wider school community; or
- c) The pupil's parents/carers have not provided any information to indicate a change of education provision, unavoidable cause for the pupil's absence or that the pupil is travelling with them whilst in pursuit of their business.

Osborne Co-operative Academy Trust schools will adhere to the guidance set out in 'Thurrock Council Protocol and Procedures' and 'Essex County Council Children Missing from Education Policy' for:

- Children missing education
- Children not in receipt of full time education
- Children missing from a school role

Electronic copies are available at: www.thurrock.gov.uk/information-for-schools. Essex schools will have access to Essex County Council policies via Infolink.

Within each school's appendix actions will be identified for pupils at high risk (if a child is subject to Child Protection Plan, Child in Need Plan or is a Child Looked After). Alternative actions will be identified for pupils who are not deemed to be at high risk in line with the above guidance. However, if at any time the schools have concerns about a pupil's welfare they should refer to the Multi-Agency Safeguarding Hub.

Pupils missing from school - high risk

The following actions will be taken by professionals if a child goes missing from a school roll and is considered to be at high risk.

This applies to any child that is:

- subject to a child protection plan
- subject to a child in need plan
- a looked after child

The child's key worker is to be notified within the first 24 hours of the unauthorised absence if no home contact can be made. An immediate Child Missing Education (CME) referral should also be made to the Pupil Tracking and Child Employment Officer, who will arrange for the Local Authority Education Welfare Officer (EWO) to contact the key worker and agree a plan of action.

Where it is suspected or known that a pupil is at potential risk or harm, or where there is information or reason to suspect the pupil has been a victim of criminal activity:

- the Multi-Agency Safeguarding Hub should be notified immediately
- the Education Welfare Service (EWS) will be notified as soon as possible afterwards

Pupils missing from school - not high risk

The following actions will be taken by professionals if a child goes missing from a school roll but the child is not considered to be at high risk.

Days 1 to 5

Follow first day calling and contact procedures as defined by the school policy. Continuous efforts should be made by the school to make contact with the family, including calling all emergency contacts and home visits.

Days 6 to 10

Where a pupil has been absent for more than 5 school days, and all efforts to contact the family have been unsuccessful, the school should complete the 'Missing Pupil Checklist - Action for Schools'. This is available from the LA Education Welfare Service (EWS).

If the child remains missing the Pupil Tracking and Child Employment Officer for Thurrock/Essex should be contacted no later than the tenth day of absence to arrange for a referral to be made.

The referral should include all the attempts made by the school to make contact and any other information that the school hold. Schools should continue checks on a daily basis and update us if any further information is obtained.

The Pupil Tracking and Child Employment Officer will link with relevant officers, agencies and local authorities to continue efforts to track and trace the pupil.

Days 11 to 19

Once a referral has been sent to the Pupil Tracking and Child Employment Officer, schools should continue to make efforts to contact the family and assist the Pupil Tracking and Child Employment Officer and other agencies in the search. If, during this time, the child is located and confirmed to be living outside of a reasonable distance to the school, the LA investigation officer and schools will agree a date from which the pupil may be removed from roll.

Day 20

After 20 days of unauthorised absence, if the pupil remains a child missing education (CME) and efforts to trace them have been unsuccessful, the EWS will:

- review the situation with the school
- notify the school and other relevant agencies in writing

If the decision is made to remove the child from the school roll, the pupil's records must be uploaded to the 'Lost Pupils' database using the statutory electronic Common Transfer File (CTF).

As CME status may raise child protection issues, if schools believe a child or family has gone missing, the child should remain on the school roll until all enquiries have been completed by the school and EWS.

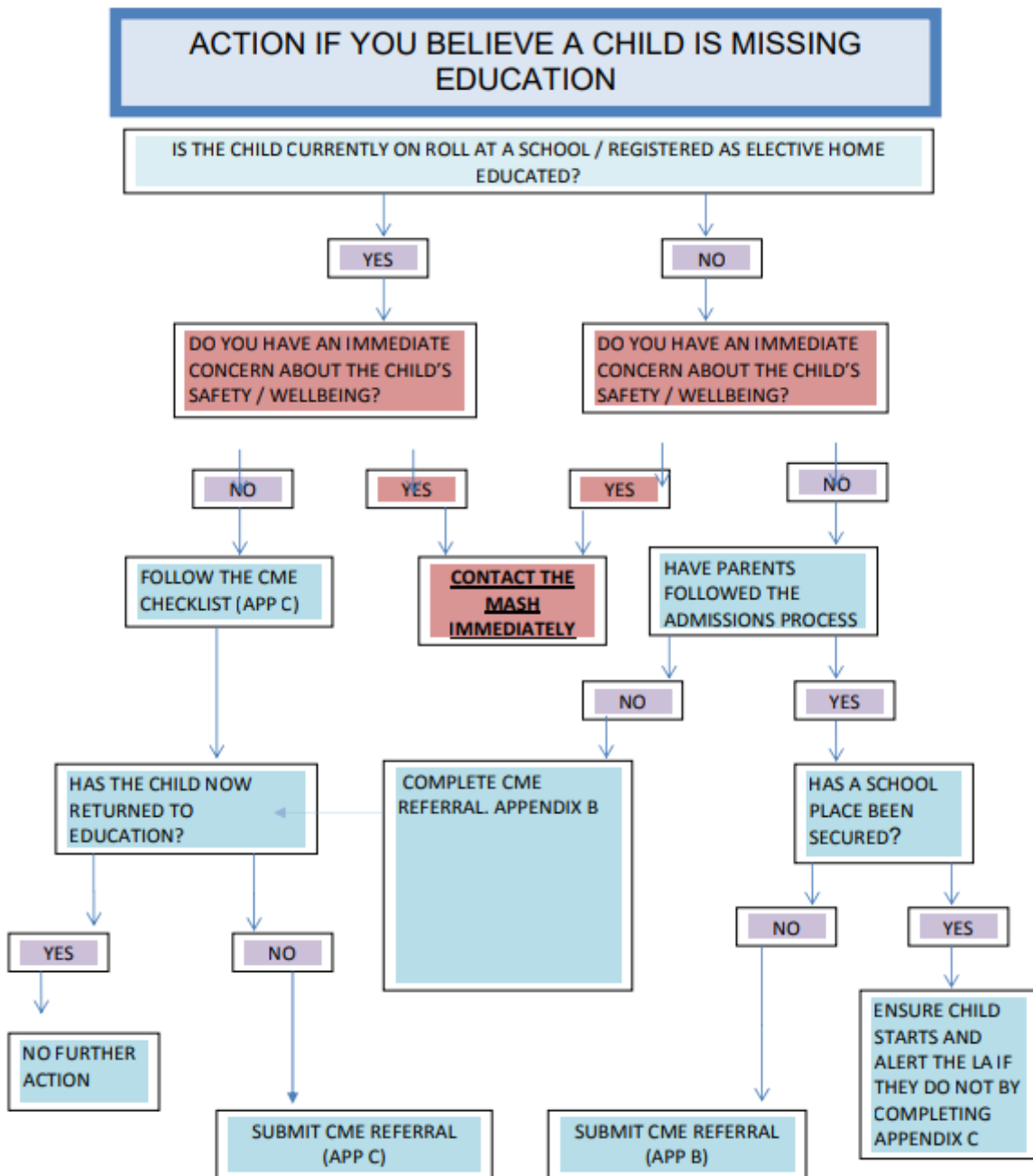
The EWS team, together with the school, must record that they have completed these procedures before deleting them from the register.

Schools cannot remove a pupil from the school roll until reasonable enquiries have been made over a period of at least 4 weeks. If this process has not been followed, schools will be required [by law](#) to reinstate pupils back on their school roll.

Following receipt of a CME referral, if the EWS is able to contact the family via phone and confirm their whereabouts - within a reasonable distance from the school - the case will be referred back to the school as a non-attendance issue and a home visit by EWS will not be necessary.

Essex

The Missing Pupil Checklist is the document used by a school to refer a pupil who is missing from education. If MECES are able to make contact with the family via phone and confirm their whereabouts (which is within a reasonable distance from the school) the case will be referred back to the school as a non-attendance issue and the school may wish to consider referring to MECES for irregular school attendance. If the school have concerns about a pupil's welfare, they should refer for a police welfare check. The role of MECES is not to request police welfare checks where the school has concerns, but to make all necessary checks to attempt to locate the child.



Deletions from a School Roll

The 2006 Pupil Registration Regulations came into force on 1st September 2007. These revoke the 1995 regulations and subsequent amendments of 1997 and 2001, but only in England. Two of the significant changes are regulation 5 and regulation 12.

Regulation 5

Schools must now put pupils on the admissions register on the first day that the school expects them to attend, not, as previously, when they first attend.

Regulation 12

*Schools must provide their local authority with the details of pupils who fail to attend regularly or have ten days of continuous unauthorised absence. It also requires schools to inform their local authority of deletions of compulsory school age pupils as soon as they become aware of the circumstances and **before the deletion is made**, and the grounds for deletion;*

- The parent/carer has advised in writing that they are withdrawing their child to electively home educate; the school must inform the EWS via their referral processes.
- A pupil has ceased to attend the school and no longer lives or boards within travelling distance of the school;
- The school medical officer has certified that the pupils' health means they will not return to the school before reaching the end of their compulsory school age.
- A pupil has been detained in pursuance of a final order made by a court for a period of not less than 4 months and the proprietor does not have reasonable grounds to believe that the pupil will return to school at the end of that periods (please refer to the guidance on young offenders in section 10); or
- Permanent exclusion (current practices of informing the Senior Access & Inclusion Officer (SAIO) should be continued)

Appendix A

East Tilbury Primary School Attendance Policy Appendix

AIMS

To Improve the Overall Percentage Attendance of Pupils at School

- a. Apply 'Whole School Attendance Policy' consistently.
- b. Establish and maintain a high profile for attendance and punctuality, establishing 96% and above as the benchmark for all pupils.
- c. Relate attendance issues directly to the school's co-operative values, ethos and curriculum.
- d. To work with the school's attendance officer to support pupils and their families to improve and raise awareness of the importance of attendance.

To provide support, advice and guidance to parents/carers and pupils

- a. Use the Attendance Officer and Education Welfare Officer to ensure improved communication with parents/carers when they visit or phone in.
- b. Provide accurate and up-to-date contact information for parents/carers.
- c. Involve parents/carers from earliest stage.

To further develop positive and consistent communication between home and school

- a. Every day absence contact through a 'phone call (01375 846181)
- b. Make full use of computer-generated letters - Management Information System
- c. Promote expectation of absence letters/phone calls from parents/carers home visits and attendance panels.
- d. Explore a wide range of opportunities for parental partnerships (e.g., individual provision, MCAS, Governors).
- e. Encourage all parents/carers into school via Parents Evening, New Intake afternoon, parent/carer workshops, family learning and coffee mornings.

To implement a system of rewards and sanctions

- a. Opportunities for regular attendance, system of rewards.
- b. Actively promote attendance and associated reward.
- c. Ensure fair and consistent implementation.
- d. Involve School Council in system evaluation.
- e. Make use of appropriate sanctions.

To promote effective partnerships with other services and agencies

- a. Designate key staff for liaison with external services and other agencies.
- b. Carry out initial enquiries/intervention prior to referral.
- c. Gather and record relevant information to support Family Welfare Manager.
- d. Hold attendance panels with the Osborne Trust Education Welfare Officer.
- e. Arrange multi-agency liaison meetings as appropriate.
- f. Establish and maintain list of named contacts within the local community, e.g. community police contact officer.
- g. Encourage active involvement of other services and agencies in the life of the school.

ROLES AND RESPONSIBILITIES

East Tilbury Primary School believes that it is the responsibility of staff, pupils and parents/carers to ensure that each pupil maintains excellent attendance.

The school

Attendance is a student welfare and safeguarding issue. The school takes its safeguarding responsibilities in these areas very seriously:

- Maintaining appropriate registration processes.
- Should a pupil not arrive at school by the designated time and no explanatory telephone call or email has been received, a member of staff will make contact with the child's parent or carer via 'phone call.
- A home visit may be carried out by our Education Welfare Officer.
- We always notify parents/carers if students abscond from school premises and if necessary, notify the police.
- If a student becomes unwell whilst at school, parents/carers will be informed where necessary. Depending on the severity of the illness, a decision will be made as to whether the student should be collected by a parent or carer.
- Students will be admitted as soon as possible after referral to the school and no later than on the sixth day following an exclusion unless there are exceptional circumstances. Attendance is recorded the day following a student's admission interview.
- Where a student has not attended school for one week, medical evidence will be required or the absence will be coded as an unauthorised holiday and a Penalty Notice may be issued.
- The school provides an administrator to ensure that the attendance of all students is closely monitored, and absence effectively dealt with.
- Attendance of all students is reported to parents/carers on school reports. Where attendance has impacted student progress, this will be discussed with individual families.

Calling Procedure

Day 1

- First day calling is completed using text messaging and/or 'phone calls.
- The system is linked to the MIS and pulls in a list of all absent pupils (N Code).
- Bromcom is then manually checked by the Attendance Officer to agree or remove any of which the school has previously been made aware.
- Sends messages to all available contact numbers from the MIS.
- This function happens several times throughout the day, is recorded and offers the function to reply.
- Responses are then input straight to MIS removing pupils from the list.

Day 2

- If there is no response from parent/carers our Attendance Officer will telephone all contacts, speak to classmates and teachers.

Day 3

- If there is no response, a home visit is carried out by the EWO Team as a welfare check

Day 5

- If a child is absent, even though medical evidence is provided, a home visit will be carried out by the EWO Team as a welfare check

Vulnerable Children

The school will have a vulnerable list. If there are any concerns about a pupil, or a pupil is CP or CIN, telephone calls are made on the first day of no response. This process works in tandem with guidance and advice from the Designated DSL or Deputy DSL to ensure the appropriate action stage is initiated. This may also involve outside agencies including social services.

Parents/carers

Strong links and effective communication with parents/carers are vital.

- 100% attendance is the expectation.
- Parents/carers must telephone the school by 8:00am on the first day and everyday absence to explain the reason for absence and give an expected return date.
- Parents/carers are legally responsible for ensuring their child's regular attendance. Students must arrive on time, in school uniform and ready to learn.
- Parents/carers must provide an up-to-date contact number and 2 emergency contact numbers that may be used in exceptional circumstances. It is important, that should the need arise, we can contact parents/carers without delay.
- Where a student attends a college or alternative provision the parent/carer must inform that institution of the absence, in addition to informing the school.
- On a student's return to school following an absence, a written note or a doctor's note on the student should be provided.
- The Headteacher reserves the right to ask for medical evidence before making a decision as to whether to authorise the absence. This must be presented within one week of the last day of absence.
- Data on attendance will be shared with parents/carers and students regularly and discussed at Parent and Carer Consultation meetings.
- Parents/carers who do not give an acceptable reason for the absence of their child must understand that the absence will be recorded as unauthorised.
- If children have medical appointments parents/carers must supply appointment cards.
- Term time holidays are not allowed in line with government guidance. Any holiday taken in term time will be unauthorised.
- Parents/carers should note the dates of national examination periods. The national dates cannot be changed for any reason. Staff will publish examination dates as soon as they are known.
- The journey to school for some students may involve the use of one or more forms of public transport. Parents/carers must ensure that their child leaves in plenty of time to allow for possible delay. Some students may qualify for assistance with the cost of transport. The decision as to route and type of transport rests with Passenger Transport and application should be made at the earliest opportunity in order that no education will be missed before the relevant pass is issued.
- Parents/carers must sign the Home/School Partnership Agreement. This states the responsibility of the parent/carer and student to ensuring that expectations relating to attendance are met.
- Parents/carers must commit to ensuring that students attend on a full-time basis unless medical evidence proves that this is not possible.

Students

Good attendance also means good punctuality.

- Students are expected to attend punctually every day.
- Students will not leave the school site without permission from staff.

Attendance Codes

Code Full name Description Code type

/ or \	Present am or pm Present in school during registration. The student is counted as present
L	Late arrival before the register has closed
B	Educated off Site The student is at an off-site supervised educational activity approved by the school. The student is counted as present, at an Approved Educational Activity
J	Interview - At a job interview, or interviewing with another educational establishment.
P	Sporting Activity (Approved) Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience A student in the final two years of compulsory education is attending work experience.
C	Other Authorised Absence Only exceptional circumstances warrant an authorised leave of absence. The student is counted as absent, authorised
E	Excluded If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period or permanent exclusion.
H	Family Holiday (Agreed) A leave of absence for a family holiday is granted entirely at the head teacher's discretion.
I	Illness The student is ill (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
M	Medical/Dental Appointments The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance The student is absent for religious observance on a day designated by the religious body.
S	Study Leave Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
G	Family Holiday (Not Agreed) The Holiday was not authorised by the school or in excess of the period determined by the headteacher. The student is counted as absent, unauthorised
N	No Reason The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes) Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
D	Dual Registration The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school. These codes are not counted so will not affect attendance figures
X	Not Required (Non-Compulsory School Age) The child is of non-compulsory school age and is not required to be in school during this session. This code should only be used for students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y	Unable to attend due to exceptional circumstances The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures.
Z	Pupil Not On Roll This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

HOLIDAYS IN TERM TIME

In line with Government guidelines all holidays will be unauthorised. If there are exceptional circumstances parents/carers should write to the Head Teacher giving all information and supporting documents. Unauthorised holidays may incur a Penalty Notice

Absence Management

East Tilbury Primary School is required to make a decision about individual absences as to whether they should be 'Authorised' or 'Unauthorised'. The decision is an important one because where there is excessive unauthorised absence a penalty notice or a prosecution can be brought against the parents in the Magistrate's Court. If parents/carers are convicted, they will receive a criminal record, a fine of up to a maximum of £2,500 per parent/carer per child and or 3 months imprisonment. For further information please use the link below: Thurrock Council - Penalty Notices: unauthorised absence from school.

Punctuality Management

Parent/carers will be informed daily via MCAS notifications that their child is late to school.

Appendix B – Attendance Procedures

Timing of the School Day

EYFS

08:35 start

15:05 finish

08:45 Register closes; any pupil arriving after this time will be recorded as late after registration (U Code)

KS1

08:40 start

15:10 finish

08:50 Register closes; any pupil arriving after this time will be recorded as late after registration (U Code)

KS2

08:45 start

15:15 finish

08:55 Register closes; any pupil arriving after this time will be recorded as late after registration (U Code)

Key Attendance staff and contact details:

Telephone/out of hours contact: 01375 846181

Responsibility for Attendance: A Gurnham / H Sloane