



# Secondary Phase Attendance and Punctuality

## POLICY

<b>POLICY LEAD</b>	Lorraine Yates - Designated Safeguarding Lead
<b>REVIEWED BY</b>	David Boyd - Vice Principal
<b>APPROVED BY</b>	
<b>DATE OF APPROVAL</b>	June 2020
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## References

- [Education Act 1996 - Section 444](#)
- [Working together to improve school attendance. Department for Education - September 2022](#)
- [School attendance parental responsibility measures - Statutory guidance for local authorities, school leaders, school Staff, governing bodies and the police. Department for Education - January 2015](#)
- [Sheffield City Council School Attendance Policy. Sheffield Inclusion Strategy 2022-2025](#)
- [Children Missing in Education – Department for Education - September 2016](#)
- [Keeping Children Safe in Education – Department for Education – September 2022](#)
- [Elective Home Education: Guidance for Parents – Department for Education – April 2019](#)
- [Elective Home Education: Guidance for Local Authorities – Department for Education – April 2019](#)
- Attendance Response – Assess, Plan, Do, Review - Sheffield City Council
- Reduced Timetable Guidance – Sheffield City Council

## Key Terminology and Definitions

<p><b>Compulsory School Age</b></p>	<p>A child reaches compulsory school age on or after their fifth birthday.</p> <p>If they turn 5 between:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> January and 31<sup>st</sup> March they are of compulsory school age on 31<sup>st</sup> March;</li> <li>• 1<sup>st</sup> April and 31<sup>st</sup> August they are of compulsory school age on 31<sup>st</sup> August;</li> <li>• 1<sup>st</sup> September and 31<sup>st</sup> December they are of compulsory school age on 31<sup>st</sup> December.</li> </ul> <p>A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.</p>
<p><b>Parent</b></p>	<p>Within this document, the ‘parent’ is defined as</p> <ul style="list-style-type: none"> <li>• All natural parents, whether they are married or not;</li> <li>• Any person who has parental responsibility for a child or young person; and,</li> <li>• Any person who has care of a child or young person i.e. lives with and looks after the child.</li> </ul>
<p><b>Persistent Absence</b></p>	<p>A child or young person is deemed to be a Persistent Absentee if their overall total attendance is less than or equal to 90%.</p>
<p><b>Regular Attendance</b></p>	<p>The Supreme Court concluded that in section 444(1) of the Education Act 1996, “regularly” means “in accordance with the rules prescribed by the school”.</p>

## 1. Introduction and Rationale

Ensuring that your child attends the academy every day is one of the most important things you can do to help them succeed at Astrea Academy Sheffield. All scholars should be aiming for 100% attendance and parents' support and encouragement in achieving this is vital.

It is essential that all scholars arrive at the academy in plenty of time to be ready to start their day. The Academy opens for scholars at **07:45** to access breakfast club.

All scholars must arrive at the academy before the pupil entrance closes at **08:17**.

Late scholars will be marked as late and a 30-minute detention unless there is a reason for the lateness. Three negative punctuality codes over a day or week will amount to a 30-minute detention.

Evidence shows the true impact of children missing school.

- **10 minutes** late to school every day - **32 hours** a year of lost education;
- **2 days** a week of school missed - **2 months** per year of lost education;
- **Half a day a week** missed, throughout school life - **one full year** of lost education.

Overall Attendance Percentage by the End of Year	Lessons Missed per Year
99.5%	5
97.5%	25
95%	50
90%	100
85%	150

An attendance poster is displayed in all areas of the academy, further highlighting this issue. See **Appendix B**.

This policy applies to all scholars at Astrea Academy Sheffield and will be used to inform attendance practice within the academy.

## 2. Key Requirements & Legal Duties

By law, all scholars of compulsory school age (5 to 16) must receive a suitable full-time education. Parents have a legal duty to make sure this happens either by registering their child at a school and

ensuring they have regular attendance or by making other arrangements. Schools in collaboration with the local authorities have a legal power to challenge poor attendance.

Astrea Academy Sheffield seeks to operate in ways which maximise scholar potential while supporting parents in meeting their legal requirements.

Astrea Academy Sheffield fulfils its responsibilities by: taking morning and afternoon session registration; being open for the planned number of school days unless prevented by extreme weather or other unforeseen exceptional circumstance, and by using the nationally recognised attendance codes.

On each occasion of registration, Astrea Academy Sheffield will record whether each scholar is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The academy will follow up any absences to:

- Ascertain the reason for absence;
- Ensure the proper safeguarding action is taken where necessary;
- Identify whether the absence is approved or not;
- Challenge unauthorised and persistent absence and encourage attendance and,
- Identify the correct code to use before entering it into the electronic register.

### 3. Key Principles

- Scholars at Astrea Academy Sheffield have the right to the best possible education;
- In order for scholars to access the best possible education, a high level of attendance is essential;
- Scholars' ability to feel safe, enjoy, achieve and make a positive contribution will be hampered by poor attendance.

### 4. Context

The academy acknowledges the proven correlation between high level attendance and scholar outcomes. Astrea Academy Sheffield's attendance policy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal academy procedures do not result in good attendance, a range of further measures, including legal action, must be considered.

## 5. Aims of the Policy

- To reach the target for overall academy attendance to be **97% or above**
- To ensure that attendance is an ‘obsession’ across the academy for Staff, scholars and parents
- To outline a procedure for monitoring attendance, punctuality and intervention strategies
- To reduce persistent absence (PA) where a scholar’s absence is **less than 90%**
- To eradicate lateness
- To develop understanding of the legal processes for persistent lateness and absence

### Key Staff Involved in Attendance

<b>Strategic Lead for Attendance</b>	Miss Lorraine Yates	Designated Safeguarding Lead
<b>Attendance Team</b>	Mr Steve Boyd	Attendance Manager
	Mrs Martha Ridley	Attendance & Safeguarding Admin
<b>Wider Supporting Team</b>	Miss Natalie McKenzie	Senior Family Support Worker
	Miss Muna Digaali	Family Support Worker
<b>KS4 Team</b>	Mr Chris Lindon	Head of Key Stage 4
	Miss Naila Khan	Head of Year 11
	Miss Sagal Ahmed	Head of Year 10
<b>KS3 Team</b>	Mr Wasaq Razaq	Head of Key Stage 3
	Miss Monique Rampassard	Head of Year 9
	Mr Thomas Wiacek	Head of Year 8
	Miss Megan Hibbert	Head of Year 7

All of the above-named staff can be contacted on **0114 5539110**

## 6. Positive Reinforcement

To promote high levels of attendance and to recognise individual and collective high attendance or improvement, Astrea Academy Sheffield uses a range of rewards and positive reinforcement strategies.

As appropriate to scholar age these may include:

- Display of tutor/class attendance
- Badges
- Postcards
- Letters / Newsletters
- Rewards Assemblies
- Reinforcement through prizes
- Inclusion in prize draws

- Criteria for reward trips

The academy runs a breakfast club between the hours of **0745** and **0810**. This supports parents in ensuring good attendance and punctuality, by giving the opportunity to drop off scholars before the start of the academy day.

## 7. Attendance and lateness: Monitoring and Intervention

Astrea Academy Sheffield has an escalating approach to reinforcing high levels of attendance and punctuality.

In summary these are as follows:

- Statistics for every scholar at Astrea Academy Sheffield will be analysed weekly by the Designated Safeguarding Lead, Attendance Manager, appropriate Head of Year and Key Stage Lead.
- Attendance and punctuality will continue to receive positive reinforcement in assemblies and across the academy.
- Form Tutors will question all absence and lateness, focusing upon both parents and scholars.
- Academy staff will be made aware of all scholars falling into the persistent absence group (**10% of learning time**)
- Letters will be sent to parents of children whose attendance falls due to unauthorised absence and persistent lateness.
- Meetings with parents will be held with the attendance manager, head of year and/or the designated safeguarding lead and/or Sheffield City Council representative to discuss significant concerns.

To support this process meetings are held for each year group in which all scholars are monitored. A series of actions to support improvement will be agreed, delegated and recorded by the Academy.

### **Lateness**

The scholar entrance will be closed at 0817 and from this point onwards, scholars will need to enter through the academy office to register.

Scholars who are late between **08:20** and **08:40** will receive **2 negative points**.

Scholars arriving at the academy after **08:40** will receive **4 negative points**.

## 8. Avoiding Holidays & Appointments During Term Time

Holidays must not be taken during term time. The amendments to the ***Education (Pupil Registration) Regulations (2013)*** states Head teachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances.

Parents needing leave of absence for exceptional circumstances should contact the Academy and speak with the Attendance Manager. The exceptional reason should be outlined in detail and evidenced.

Parents who take their children on holiday without permission will be coded as unauthorised absence for their child. These remain on the child's record and will be monitored. Parents will also be issued with a fixed penalty notice.

## 9. Legal Action

*'If a child of compulsory school age who is a registered scholar at a school fails to attend regularly at the school, his parent is guilty of an offence.'* Education Act 1996, Section 444.

All parents have a legal responsibility to ensure their child attends Astrea Academy Sheffield on a regular and punctual basis. Should any scholar's attendance or punctuality be of significant concern, Astrea Academy Sheffield will recommend legal action.

Astrea Academy Sheffield and Sheffield City Council work together in partnership where legal action is required. Any prosecution will appear on a criminal record.

## 10. Supporting and Working with Parents

To support parents in meeting their legal requirements and to maximise individual scholar attendance, Astrea Academy Sheffield seeks to keep parents informed of their child's attendance and to actively involve parents with any attendance issues.

Methods include:

- Absence calls to parents and 1-1 tutor conversations with scholars to identify barriers to attendance
- Absence letters to advise parents of absence concerns
- Home visits;
- Parental meetings;
- Active involvement by teaching staff;
- Attendance included on scholar reports and discussion at Parents' Meetings/Evenings.
- Referrals and signposting to other agencies for additional support

## 11. Responsibility

Outstanding attendance is everyone's responsibility.

### **The Academy will and is expected to:**

- Reward and recognise outstanding attendance and punctuality.
- Intervene when poor attendance and punctuality becomes a problem; before it becomes a habit.
- Work with scholars and families to remove any barriers a scholar may have which is causing attendance and punctuality to decline
- Identify services that can provide early help and intervention alongside the academy
- Work with Sheffield City Council when all other intervention has failed.
- Work with Sheffield City Council when parents take their children on unauthorised leave during term time.
- Contact you on the first day of absence by text/phone call if we are not notified of your child absence.
- Complete a home visit if unexplained absences continue and/or we have ongoing concerns about your child's attendance being lower than expected.

### **Parents/carers will and are expected to:**

- Ensure their children attend the Academy daily, be punctual and inform the Academy by 08:17 if their child is absent.
- Inform the Academy in advance of any hospital appointments unavoidably scheduled during the Academy day and take as little time as possible; attending the Academy first or returning to the Academy after the appointment.
- Work with the Academy to remove any barriers their child may have which is causing attendance and punctuality to decline
- Co-operate with the Academy if their child's attendance and punctuality is of concern
- Make requests for term time leave prior to the leave being taken by completing the appropriate paperwork.

### **Scholars will and are expected to:**

- Attend the Academy every day unless prevented by a specified illness or unavoidable circumstances.
- Arrive at the Academy on time every day.
- Be punctual to lessons during the day.



# Appendix A

## Term Time Leave Request

**Request for Term Time Absence Form**

Date of request:				
Name of children:	First name	Surname	Year Group	Date of Birth
<b>Siblings</b>				
Siblings at other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling(s) attend	First Name	Surname	School/Academy	
<b>Contact Details</b>				
Parents (eg. Mother, Father, Grandparent, Carer):	First name:	First name:		
	Surname:	Surname:		
	Address:	Address:		
	Postcode:	Postcode:		
	Email:	Email:		
	Home phone number:	Home phone number:		
	Mobile:	Mobile:		
	Alternative number while absent:	Alternative number while absent:		
<b>Key information and Emergency contact details</b>				
Reason for absence including full explanation (use a separate sheet of paper if necessary) The exceptional circumstances are...				
Point of departure (eg. Airport, coach, train station etc.):		Destination: Address: Contact telephone number:		

  

Date and time of departure:	Flight numbers and name of airline:
Date and time of return:	Flight numbers and name of airline:
Emergency contact details (preferably someone who is staying in Sheffield)	If the child is not leaving with the parent(s), who is accompanying them?
First name:	Who will be caring/responsible for the child?
Surname:	Why is/are the parent(s) not leaving with the child?
Address:	Name:
Postcode:	Relationship to child:
Relationship to the child:	Address:
Contact number:	Postcode:
<b>Please read the following statements</b>	
<ul style="list-style-type: none"> <li>I confirm that the information on this form is true.</li> <li>I agree to keep the Academy informed of any changes to my travel arrangements or if my child is unable to return to Academy on to due date.</li> <li>I am aware that if my child does not return to the Academy by the date provided that he/she is at risk of losing their place at this Academy.</li> <li>I am aware that I may be fined and/or prosecuted for any time which my child is absent from the Academy that has not been authorised by the Principal.</li> </ul>	
Signed by parent/carer:	Print name & relationship to child:      Date:

  

<b>OPTIC USE ONLY</b>	Date request received:      /      /	
Has the notification been considered by the Principal?	Yes	No
Has the notification been discussed with parents / carers?	Yes	No
Date of contact with parents / carers:		
Number of authorised days away from the Academy.		
Number of unauthorised days away from the Academy.		
Decision letter sent to parents / carers:		
Name of Academy:	Principal's Signature:	Date:
Astrea Academy Sheffield		

# Appendix B

## Attendance Poster



## Appendix C

### What should I do when my child is absent from the Academy?

IF YOUR CHILD IS ILL OR ABSENT  
FROM THE ACADEMY PARENTS  
MUST:



CALL THE ACADEMY BEFORE  
8.17AM ON 0114 5539110

LEAVE A MESSAGE ON THE IF THERE IS NO  
ANSWER

INCLUDING THE FOLLOWING  
INFORMATION:

YOUR CHILD'S FULL NAME &  
YEAR GROUP

THE REASON FOR THEIR ABSENCE

DETAIL WHEN YOU THINK THEY WILL BE  
BACK IN THE ACADEMY

PLEASE CALL US EVERY DAY IF YOUR  
CHILD CONTINUES TO BE ABSENT  
BEFORE 8.17AM