

ALUMNIS



Inspiring Changemakers

Attendance Policy

Date approved:	07/10/2025
Approved by:	Board of Directors
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Version History

Version	Date Issued	Brief Summary of Change	Owners Name
0.1	02.04.2019	New Policy	Wendy Ainscough
1.1	01.09.2020	Annual Review	Wendy Ainscough
2.1	07.09.2021	Policy Review	Wendy Ainscough
3.1	06.09.2022	Policy Updated	Rachael Sharpe
4.1	05.09.2023	Annual review	Sonia Grant and James Creek
5.1	08.07.2024	Policy updated	Hannah Gleeson & Caroline Merritt
5.2	15.09.2025	Policy updated	James Creek

Rationale

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. It will contribute to every child being able to maximise their potential at school.

The Education Act 1996 requires parents and carers to ensure their child receives an efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.

- Under current government legislation, all absence figures, together with the reasons for absence, have to be reported to the Head teacher, Local Schools Committee, Local Authority (LA), and the Department for Education (DfE).
- Parents, guardians and carers must ensure that they are fully aware of the Alumnis Multi Academy Trust's attendance policy as any absence will have a huge impact on a child's learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full attendance is achieved. There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.
- Pupils are expected to attend school for the entire duration of the academic year. Unless there is an exceptional reason for the absence:
 - Authorised Absence may only be granted in exceptional circumstances.
 - Unauthorised Absence is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.
- Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised.
- Keeping your child off school with minor ailments such as a headache, sore throat, tiredness or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery.
- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the school with its Local Schools Committee and the Local Authority

Aims:-

- to encourage 100 per cent attendance and punctuality for all our pupils thus offering all pupils equal access to learning.
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- to ensure a consistent approach throughout the school and across the trust.

We believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time.

Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare. As attendance is crucial to effective learning and the continuity of learning, school places great emphasis on this in its communication with parents.

If there are problems which affect a pupil's attendance we will investigate, identify and work in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach, aimed at returning the pupil to full attendance.

Recording Attendance

- The class teacher should complete the register as near to 9am as possible.
- If a child arrives after the teacher has taken the register they are to be marked late using the code 'L' (late before the register has closed).
- The register is closed at 9.15am.
- First contact calling is initiated at 9.15am and must be a priority over other admin tasks. Failure to make contact should be escalated to the Safeguarding Team and logged on CPOMS using the category - Attendance > Absence. (do not close the CPOMS log)
- If a child arrives after 9.15 they are marked late using the code 'U' (after the register has closed).
- Children's absence codes are to be updated to reflect the circumstances after contact is made.

School responsibilities

- to communicate clearly the attendance procedure and expectations of the school;
- maintain appropriate attendance data;
- have appropriate registration processes in place;
- to follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence phone call;
- to follow first day calling procedures for unexplained absence.
- to have systematic and consistent daily records which chart absence and lateness;

- to report to the AIO (Attendance Intervention Officer) and support their work with pupils as necessary;
- to consistently administer the attendance procedure;
- to ensure that registers are taken twice daily: at the start of the morning and afternoon sessions;
- to promote good attendance.

Parent responsibilities

- to have children in class ready for teaching by the start of the day at 9:00am;
- to inform school on **every** day of any absence by 9.15am;
- to request an absence from school, in **exceptional circumstances**, parents must complete the 'Absence request form (**exceptional circumstances only**)' in advance of absence, giving the reason for the request;
- to work with the school and AIO to improve lateness and attendance;
- to avoid medical and dental appointments during the school day wherever possible.

First day calling - procedures:

Following a number of high profile incidents where young children have been seriously harmed or died as a result of being in the family home where a lone parent / carer has died, Alumnis Multi Academy Trust has a robust emergency contact detail process and first day calling procedure to ensure all children are safe.

- The class teacher should complete the register as near to 9am as possible.
- First contact calling for children with unexplained absence is initiated at 9.15am and must be a priority over other admin tasks. Failure to make contact should be escalated to the Safeguarding Team and logged on CPOMS using the category - Attendance > Absence. (do not close the CPOMS log)
- Admin team to contact all emergency contacts logged on MIS system - all contacts to be added as actions on the CPOMS log. Failure to make contact with any emergency contacts will result in the DSL (Designated Safeguarding Lead)/DDSL (Deputy Designated Safeguarding Lead) to undertake a risk assessment to decide on next steps.
- When considering the level of risk DSL/DDSL must consider the wider context and what is known about the family and wider family situation. This must include:
 - Lone parents
 - Medical conditions
 - Known drug and alcohol use.
 - Known mental health conditions.
 - Domestic abuse
 - Police involvement with the family
 - Social Care involvement with the family.

This list is not exhaustive. Please consider children on your vulnerable children list.

- Once the DSL / DDSL has completed a dynamic risk assessment to following actions should be taken:
 - Low risk -

There is no apparent risk of danger to either the child or the public. This may be appropriate for children who you have reason to believe are absent from school but not at harm due to previous patterns of behaviour or information from other people eg. a child who often goes on holiday at this time of year and parents always fail to contact. Schools can continue to make enquiries but it would not be proportionate to contact police at this stage.

As a school we can make the decision to continue to make enquiries and not contact the police if we do not feel that this is necessary or proportionate. These cases should not be ignored and must be monitored over time and consideration given to escalation if there is a change to the circumstances that has increased the level of risk
 - Medium risk -

The risk of harm to the subject or the public is assessed as possible but minimal or the risk of harm to the subject or the public is assessed as likely but not serious. This may be relevant for those children where there are no additional vulnerabilities however you have minimal contact information and making parental contact is always difficult.

School to undertake a home visit (2 staff) to see if you can make contact with the family. If school is still unable to make contact with the family, report the incident to the police via 101 and ask for a welfare check to be completed. School to contact the MASH consultation line to discuss an enquiry to Children Social Care.
 - High risk -

The risk of serious harm to the subject or the public is assessed as very likely. This would be relevant for children already considered vulnerable. This may be due to risk of child sexual exploitation or abuse and also consider protected characteristics; mental health, forced marriage, honour-based violence, trafficking, and female genital mutilation. This may also be relevant for those children where the absence and lack of ability to make parental contact is highly unusual. If appropriate, school to undertake a home visit (2 staff) to see if you can make contact with the family. If the school is still unable to make contact, report the incident to the police via 999 and ask for a welfare check to be completed. School to make a request for support to Children Social Care via the Front Door.
- If the family is open to Children Social Care - school to report absence to an allocated social worker or Emergency Duty Team of the locality.

The process for monitoring attendance

The school admin team will have regular communication with the Headteacher. Where issues persist the following will be initiated:

Alumnis Multi Academy Trust will use the Devon Attendance Improvement Team letter templates when communicating with families about attendance concerns.

These letters will be sent at different stages:

Stage 1: Where there are concerns about attendance and punctuality, the school will make verbal contact with home.

Stage 2: If the concerns persist further, the school will write to the parents/carers. (see appendix A)

Stage 3: If the concerns persist the school will arrange a meeting between the parent/carer, school representative and the AIO.

Stage 4: If the concerns persist following the meeting, the school will make a formal referral to the Local Authority Attendance Improvement Team to deal with the on-going issues.

Severe Absence & Persistent Absence

All children who are identified as persistently absent (<90%) or severely absent (<50%) will be identified as vulnerable in school and added to the school vulnerable children list to help monitor attendance progress.

Children with attendance of 90-70% will have level 2 support from school. This support will be led by a key member of staff within the school, this may be the Social Inclusion Team or another adult working with the child and family.

Children with attendance of 70-50% will have level 3 intervention from the Social Inclusion team and will be provided with a multi agency support through Early Help. Children with attendance below 50% will have level 4 intervention from the Social Inclusion team, this will include support from the local authority Attendance Improvement Team and this may result in a referral to Children Social Care.

Children and families being supported to improve their attendance will have a formalised attendance support plan which is reviewed regularly.

For all children on the vulnerable children list school requires at least weekly 'eyes' on by a professional involved with the family during term time. In most instances this

will be a member of the school undertaking a home visit, however where other professionals are involved this 'eyes on' visit may be conducted by another agency.

Absences during term time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

For current information from Devon County Council regarding school absence penalty notices please visit:

[Devon - School absence penalty notice.](#)

- Applications for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Absence request form (exceptional circumstances' only)'. These may be obtained from the school office.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- There are approximately 195 school days (390 sessions) a year that your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. **Please ensure that your holidays are taken during this period.**

Lateness

- Children must be in class by 9:00am each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have closed.
- If the arrival at school is after the registers have closed, the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety.

Pupils who are consistently late not only disrupt their own education but that of the other pupils. Lateness is considered as equally serious as absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be contacted by the Headteacher.

Promoting good attendance

Each school will have their own rewards system for promoting good attendance.

The Board of Directors has a legal responsibility to monitor and evaluate the attendance in their schools. It is the expectation of the Board that this will be monitored and reported to the Board by the Headteachers.

THE LAW IN RELATION TO ATTENDANCE

The current legislation that covers attendance is:

[Working together to improve school attendance.](#)

[Keeping Children safe in Education](#)

Education (Pupils Registration) Regulations 1995

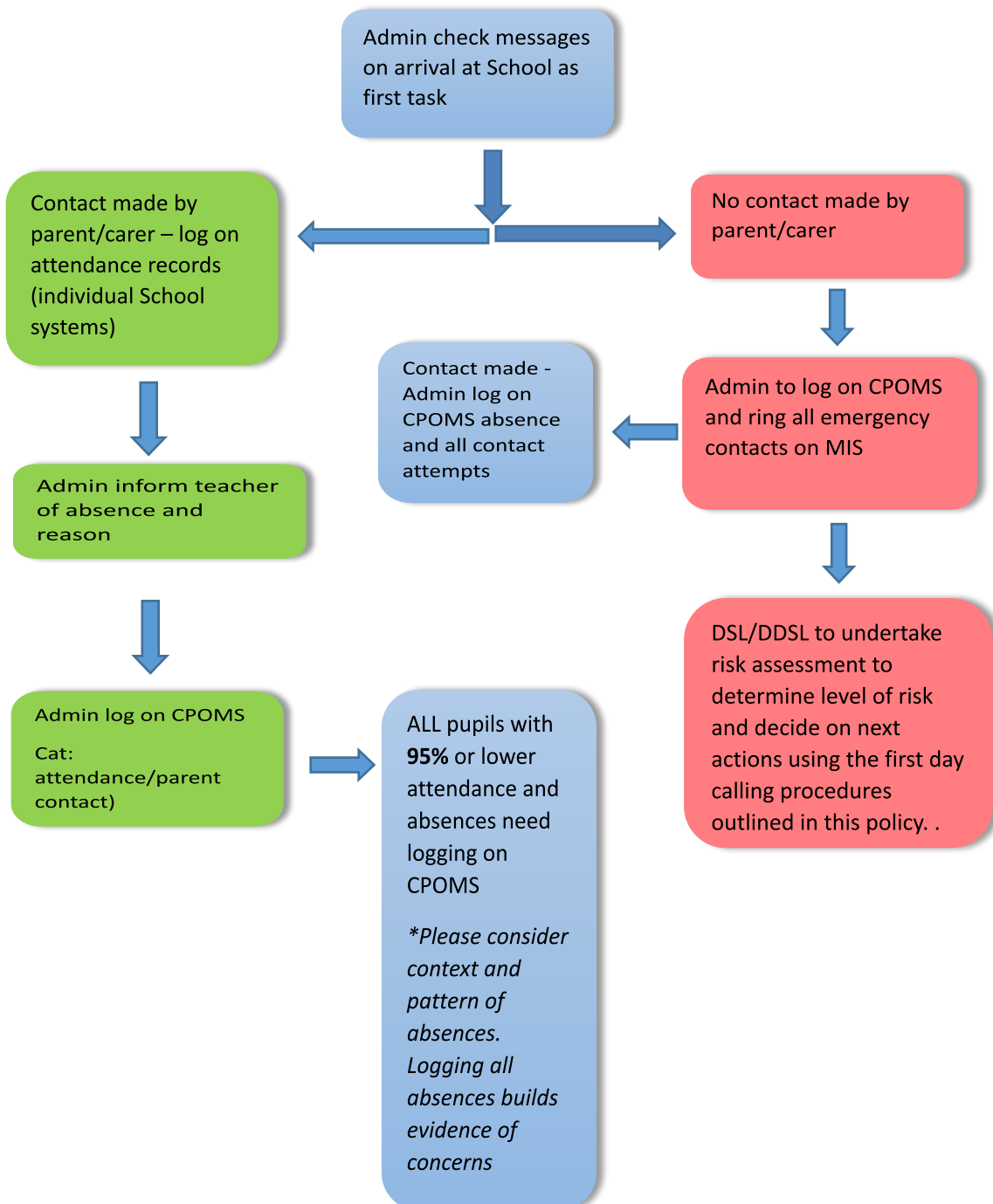
Education (Pupil Registration)(Amendment) Regulations 1997

Education Act 1996

Education Act 1997.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Appendix A - First Day Calling procedure



Appendix B - Absence Process

