



*"Inspiring a love of lifelong learning"*

# Attendance Policy

**Policy date: September 2024**  
**Review date: September 2025**

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

Determination

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## 1. Scope

This Attendance Policy applies to all children in the Academy and is an overarching document which sets out how we will manage attendance. This document should be read in collaboration with the DFE publications below:

- [Working together to improve school attendance](#)
- [Summary table of responsibilities for school attendance.](#)

## 2. Aim

Charville Academy aims to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure high levels of punctuality
- Improve pupil attainment through good attendance
- Act early to address patterns of absence and persistent lateness.

## 3. Our Commitment and Expectations

Charville Academy is committed to maximising attendance rates and ensuring high levels of punctuality in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them.

If allowed to remain unchecked, persistent absence and lateness will significantly impact on a pupil's progress and achievement. Our parents/carers play a vital role in ensuring that this is achieved.

The law states that children of statutory school age must attend school regularly. The minimum level of attendance expected by the school is **97%**. **Any attendance level below 90% is considered to be very low and classed as 'persistent absence', attendance below 50% is considered to be 'severe absence'**

Attendance is a whole school area for improvement. It has a direct relationship with the attainment of individuals and groups of students and hence the standards achieved by the school.

## 4. Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE). We work with the Local Authority Attendance Support Team to enforce the legal frameworks as defined in the 'The 1996 Education Act' and the Children's Act. In line with government mandates attendance data is shared with the government.

## 5. Roles and Responsibilities

### 5.1 Parents/Carers

- To ensure the regular attendance and good punctuality of their child
- To ensure a good attitude to attendance and punctuality
- Communicate to the school any issues which may be affecting their child's attendance or punctuality
- To ensure pupils go to bed at a regular time and have enough sleep to be ready to learn
- In Reception to Year 6: ensure their child arrives at school from **8:30am** and is in class for registration to be taken at **8:40am**
- In Nursery:
  - 30 hours: ensure their child arrives at school at **9:00am**
  - AM: ensure their child arrives at school between **8:30am** and **8:40am**
  - PM: ensure their child arrives at school between **12:15pm** and **12.30pm**
- **To contact the school every day their child is absent, giving a legitimate reason for absence by 9:00am.**

### 5.2 Pupils

- Have a good attitude to attendance and punctuality
- Communicate with parents and the academy any worries or anxieties that may affect attendance
- Go to bed at an appropriate time and come to school on time and ready to learn.

### 5.3 The Academy

- To educate parents/ carers and pupils on the importance of good attendance and punctuality
- To keep accurate and up to date records on punctuality and attendance
- To follow current government guidance regarding the monitoring and recording of attendance
- To communicate with parents/ carers regarding attendance and punctuality concerns
- To provide support for children and families to overcome barriers to good attendance and punctuality, including support from the learning mentors, welfare officer, attendance officer and/or referral to other agencies
- Contact parents/carers if no message has been received regarding absence
- To liaise with the Local Authority Attendance Support Team regarding ongoing concerns over children's attendance
- To liaise with other professionals involved in working with a pupil or make referrals where required.

### 5.4 The Headteacher

- To ensure this policy is implemented consistently across the academy
- Monitor academy-level attendance data and report it to the Governing Board

- Assign a senior leader to work alongside the Attendance Officer to track and monitor attendance at an academy and individual level
- Make referrals to the Attendance Support Team where necessary.

## **5.5 The Attendance Officers and Senior Leader Responsible for Attendance**

- Monitor attendance data at academy and individual pupil level
- Review attendance data to identify actions for prevention of poor attendance through good whole school attendance management, early intervention to reduce absence before it becomes habitual and targeted support to reengage persistently and severely absent pupils
- Report concerns about attendance to the headteacher
- Arrange calls and hold meetings with parents regarding attendance and punctuality concerns
- Work with the Attendance Support Team to tackle persistent absence and severe absence
- Share attendance data with the Virtual School for pupils with a social worker
- Advise the Headteacher of/make referrals to the Attendance Support Team.

## **5.6 Governing Board**

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohort who need it most
- Ensure school staff receive adequate training on attendance.

## **6. School Procedures**

### **6.1 Attendance Register**

The register is a legal document and must be kept electronically. All schools/academies must take a register at the start of the morning session and again during the afternoon session. The registers are marked using attendance codes mandated by the Department for Education (DfE).

### **6.2 Unplanned Absence**

Parents/ carers must contact the school every day their child is absent by 9:00 am or as soon as practically possible on either 0208 845 1707 or 07841 370003.

Absence due to illness will be authorised providing the academy is satisfied the illness is genuine. To confirm the illness, the academy may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or appropriate form of evidence.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

If a pupil is absent and parents/carers have not made contact with the academy this will always be followed up as it is part of our duty of care to safeguard all pupils from harm. We will:

- Text the parent/carers
- Follow up with a phone call if no contact is received
- If no response is received by the third day staff will visit the home that day (where a pupil/family is considered by the senior leadership team to be vulnerable this will be on the first day of absence)
- If no contact is made on the third day of absence contact the Attendance Support Team for advice.

The school closes its morning registers at 9:10am. If a child arrives after that time without a satisfactory reason accepted by the headteacher, the mark received will be an 'Unauthorised Late' mark which will impact on a child's level of attendance.

### **6.3 Medical or Dental Appointments.**

Missing registration for a medical or dental appointment is counted as an authorised absence where medical evidence is provided.

Wherever possible we request parents make medical or dental appointments outside of school hours. However, we recognise that this is not always possible and, in these circumstances, request that the pupil should be out of school for the minimum amount of time necessary – Pupils are expected to attend school before and after appointments.

## **7. Attendance Monitoring Procedures**

If the academy is concerned regarding a pupil's level of attendance or punctuality, it will take the following actions:

**Stage 1:** Attendance officers begin to track the attendance of any pupil falling below the academy target of 95%.

**Stage 2:** After the first four weeks of the academic year, Parents/Carers will be notified by letter when attendance falls below 95%. A period of attendance monitoring will begin.

**Stage 3:** Parents/Carers will receive a further letter when attendance drops below 92% inviting them into school for a meeting to discuss reasons contributing to low attendance or punctuality, the school expectations and how the parents and the school can work together to improve the child's attendance. Attendance will continue to be monitored.

**Stage 4:** If attendance and/or punctuality concerns persist, when attendance falls below 90%, parents/carers will be invited into school to commence formal interventions. Where parents accept the offer of support an attendance contract is completed, when the offer is not accepted an attendance panel will be held in their absence.

**Stage 5:** Attendance contract/Attendance panel reviewed after a 4-week period. Where the review is successful (less than six unauthorised sessions) a closure letter will be sent. Where the review period is unsuccessful a referral will be made to the Attendance Support Team for legal intervention via the Stronger Families Hub.

### 7.1 Attendance Contracts and Attendance Panels

- Charville Academy follow the Local Authority guidance for attendance contracts and attendance panels.

### 7.2 Attendance Contracts

- To work in partnership with the parent(s)/carers
- Formal written agreement between a parent(s)/carer and either the school or local authority to address irregular attendance at school or alternative provision
- Parent(s)/carers cannot be compelled to enter an attendance contract and they cannot be agreed in their absence.

### 7.3 Attendance Panel

- A formal intervention
- Takes place when a parent/carers have failed twice to attend an organised meeting to discuss attendance and an attendance contract was to be offered
- The attendance panel agreement is held in the parent/carers absence and agreed by the attendance officer and responsible senior leader.

## 8. Exceptional Circumstance Leave

We recognise that there may be very exceptional circumstances, which may result in a pupil being unable to attend school. **Please note that family holidays are not an exceptional circumstance.**

All requests for exceptional circumstance leave must be put in writing to the **headteacher**. This letter must contain: **The reason for the request, the dates of absence, including the return date, evidence relating to the reason for booking and details of any bookings made.** Examples of the type of evidence required may include evidence of the date of a flight booking, evidence of family illness or bereavement, evidence of a wedding or evidence of participation in a sporting/performance event. **Where circumstances are considered to be exceptional the academy may choose to only authorise some of the days requested.**

**Unauthorised leave during term time, will be referred to the Local Authority Attendance Support Team, this could incur a penalty notice of £80 per parent/carers per child. If not paid on time it increases to £160 per parent per child or a summons from the Magistrates Court.**

**Fines per parent will be capped at two fines in any three-year period. Once this limit is reached other legal action will be taken including seeking an Education Supervision Order from the family court or prosecuting the parent/s.**

Leave requests for performance licenses will be considered by the Head Teacher on an individual basis when the child's attendance for the year is above 95% and they are making expected levels of progress.

## **9. The Education Penalty Notices (England) Regulations 2007**

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure their excluded child is not in a public place during the first five days of exclusion. Parents must pay £80 if they pay within 21 days; or £160 if they pay within 28 days.

## **10. Children Missing from Education**

If a child is missing from education for a period of ten days, without reason, we have a duty to refer this to the local authority, which can result in the child being removed from the school roll.

## **11. Named Staff with a Responsibility for Attendance**

Attendance forms part of the role and responsibility of all academy stakeholders. All academy stakeholders are expected to be a role model for good attendance and punctuality.

Alongside an individual's class teacher, the following named staff members have responsibility for pupil attendance:

Attendance Officer – Mrs Trotter  
Senior Leader with responsibility for attendance – Miss Innes  
Headteacher – Mrs Kelly  
Receptionist – Mrs Duhigg

Contact details for attendance: [attendance@charvilleacademy.org](mailto:attendance@charvilleacademy.org)

## **12. Policy Review**

This policy will be reviewed annually by the Governing Board to ensure it is up to date with current legislation, statutory guidance and best practice.

## **13. Equal Opportunities**

At Charville Academy we recognise the importance of ensuring children are supported to ensure they attend school regularly and access the same opportunities as their peers.

This policy should be read in conjunction with the Equalities Policy.

## **14. Relevant Policies**

- Child Protection Policy
- Safeguarding Policy



- Special Medical Needs Policy
- Equalities Policy.

**Written by:** Louise Innes, Attendance Lead

**Approved by:** FGB

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