

Trust Attendance Policy - Sir John Talbot's School

DOCUMENT CONTROL

Policy Owner	Trust Attendance Officer
Scope	All Staff, Trustees, Governors and Clerks
Last Updated	Autumn 2025
Effective from	Autumn 2025
Next planned reviewed date	Autumn 2026
Status	APPROVED
Date of approval	11.09.24
Summary of last revision	Autumn 2025 - no changes.
Related Policies/Documents	<ul style="list-style-type: none">• <u>Safeguarding and Child Protection Policy and Procedures</u>• <u>Supporting Children with Medical Conditions</u>• <u>Behaviour Policy (including exclusions)</u>• <u>DfE Working Together to Improve School Attendance</u>
Policy control survey	Please complete this survey and provide feedback if you have had to use this policy https://forms.office.com/r/HMeZtB29Si

Contents

1. Introduction.....	3
2. Principles.....	3
3. Roles & Responsibilities.....	4
4. Key attendance information.....	7
5. Registration.....	8
6. Punctuality.....	8
7. Procedures.....	9
8. Addressing poor attendance and punctuality.....	14
9. A Welcome Back.....	15
10. Safeguarding.....	15
11. Children & Young People with medical conditions or special educational needs and disabilities.....	16
12. School specific procedures.....	16
13. Monitoring Arrangements.....	16
14. Appendix 1 - School Attendance Procedures.....	17
15. Appendix 2 - Study Leave / Leave of Absence Form.....	25

1. Introduction

- 1.1 Marches Academy Trust (the Trust) seeks to ensure that all children & young people (also used for child and young person: CYP) receive a full-time education, maximising the opportunities for all to realise their true potential. We strive to create a learning environment where all CYP have the skills, knowledge and recall to access the full curriculum and achieve success every day. Regular attendance is vital for CYP as it promotes good learning, positive attitudes and maintains continuity in their education, and in their friendships. The Trust will consistently work towards a goal of 100% attendance for all CYP.
- 1.2 Where CYP's attendance is impacting on achievement all school staff within the Trust will work with CYP and their families to support them in getting CYP to school, on time, and every day.
- 1.3 We aim to support and encourage attendance through the Learning for Life (LfL) Framework, and resort to statutory action only as a last resort.
- 1.4 This policy has been prepared with regard to the Trust's statutory duties relating to attendance, including those set out in the Department for Education's statutory guidance entitled Working together to improve school attendance (2024), which is referred to in this policy as the "DfE Attendance Guidance".

2. Principles

- 2.1 Promoting excellent attendance is the responsibility of the whole school community. This policy should not be seen in isolation, but as a strand running through all policies related to the education, well-being and behaviour of CYP.
- 2.2 Staff, Governors and Trustees expect full and punctual attendance from all CYP and know that:
 - i. there is a link between regular attendance and academic achievement (DFE - The link between absence and attainment at KS2 and KS4 - 6th May 2022)
 - ii. regular attendance encourages CYP to benefit from the whole range of curricular and extra-curricular opportunities on offer;
 - iii. full attendance is a duty, and a crucial factor in determining personal responsibility and a good work ethic.
- 2.3 High levels of attendance and punctuality levels are promoted and rewarded.

- 2.4 Some CYP find it harder than others to attend school. Our schools are committed to working with CYP, parents/carers and other local partners to remove any barriers to attendance.

3. Roles & Responsibilities

3.1 The school will:

- 3.1.1 develop and maintain a whole school culture that promotes the benefit of high attendance using the Trust's Learning for Life Framework.
- 3.1.2 work with CYP and their families, building strong relationships, to support high levels of attendance and punctuality and remove any barriers to attendance.
- 3.1.3 investigate unexplained or unjustified absence.
- 3.1.4 take into account individual needs when implementing this policy, including having regard to the school's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.
- 3.1.5 share information, including returns information required to be shared in accordance with regulations (School Attendance (Pupil Registration) (England) Regulations 2024) and the DfE Attendance Guidance, and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance.
- 3.1.6 regularly monitor, review and analyse attendance and absence data including to identify CYP or cohorts that require attendance support and to set targets for the future.
- 3.1.7 ensure that all CYP can access full-time education, putting strategies and support in place where this is evidence to suggest that this is not the case.
- 3.1.8 ensure that the Board of Trustees, Local Governing Body (LGB) and schools' leadership team work together to monitor attendance levels and the effectiveness of this policy.
- 3.1.9 ensure that all legislation and guidance are complied with and reflected in our policies and procedures.
- 3.1.10 have in place appropriate safeguarding responses for CYP who are at risk of missing education, having regard to the statutory guidance Keeping

Children Safe in Education (please refer to the Trust's Safeguarding and Child Protection Policy and Procedures).

- 3.1.11 provide information requested by the Secretary of State, including termly absence data collected by the Department for Education.
- 3.1.12 regularly inform parents/carers about CYP's attendance and absence levels.
- 3.1.13 support CYP who are returning to education following long term absence.
- 3.1.14 ensure that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system.
- 3.1.15 assign overall responsibility for championing and improving attendance at the school to a designated senior leader, known as the Senior Attendance Champion.
- 3.1.16 observe and fulfil the responsibilities set out in guidance issued by the Department for Education Summary table of responsibilities for school attendance (August 2024) to the extent not covered above or elsewhere in this policy.

3.2 Parents and carers

We expect parents and carers to:

- 3.2.1 ensure that CYP arrives at the school on time, in the correct uniform and with the necessary equipment.
- 3.2.2 promote the importance of regular attendance at home.
- 3.2.3 follow the correct procedure for reporting the absence of CYP from the school (see section 7 below and the school appendix).
- 3.2.4 avoid unnecessary or unjustified absences.
- 3.2.5 keep the school informed of any circumstances which may affect CYP's attendance.
- 3.2.6 not take CYP out of education for holidays during term time (see section 7 below).
- 3.2.7 inform the school in advance of any proposed change of address for CYP, along with the name of the parent with whom CYP shall live.

3.2.8 observe and fulfil their responsibilities set out in the guidance issued by the Department for Education Summary table of responsibilities for school attendance (August 2024).

3.3 Children & Young People

We expect CYP to:

3.3.1 attend the school regularly and on time.

3.3.2 be punctual to all lessons.

3.3.3 follow the correct procedure if they arrive to the school late (see section 6 below and the school appendix).

3.4 Senior Attendance Champion

The Senior Attendance Champion (“SAC”) details of each person is detailed in the appendix.

The SAC has overall responsibility for championing and improving attendance at the school and will:

3.4.1 set a clear vision for improving and maintaining good attendance.

3.4.2 establish and maintain effective systems for tackling absence and ensure that these are followed by all staff.

3.4.3 evaluate and monitor attendance expectations and processes.

3.4.4 have a strong grasp of absence data to focus the collective efforts of the school.

3.4.5 ensure that key attendance messages are communicated to parents/carers and CYP.

3.4.6 provide data and reports to support the work of the Board of Trustees (see below).

3.5 The Board of Trustees

The Board of Trustees will:

3.5.1 take an active role in attendance improvement, recognise the importance of school attendance and promote it across the Trust and the Trust’s ethos and policies.

3.5.2 ensure the Trust’s leaders fulfil expectations and statutory duties.

- 3.5.3 regularly review attendance data, discuss and challenge trends and help Trust leaders focus improvement efforts on the individual CYP or cohorts who need it most.
- 3.5.4 ensure Trust staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support CYP or cohorts overcome common barriers to attendance.
- 3.5.5 ensure Trust leaders have effective practice on attendance management and improvement across its schools.
- 3.5.6 regularly review attendance data at Trustee educational standards commit meetings.
- 3.5.7 have a dedicated Trust attendance lead who will drive improvement across the Trust and act as a central point for schools with attendance queries.

4. Key attendance information

- 4.1 Parents/carers of registered CYP have a legal duty under the Education Act 1996 to make sure that CYP of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents/carers may be reported to the Local Education Authority if problems cannot be resolved by agreement.
- 4.2 Every half-day absence from school must be classified by the school (not parents/carers) as either authorised or unauthorised. Therefore, information about the cause of each absence is always requested.
 - i. Authorised absences are mornings or afternoons away from school for a good reason (e.g., illness or other unavoidable cause).
 - ii. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes keeping CYP off school unnecessarily, truancy, absences which have not been properly explained, and CYP who arrive at school too late to receive a present mark in the register.
- 4.3 Any problems with regular attendance are best resolved between the school, parents/carers and CYP. If a CYP is reluctant to attend, referral may be made to a relevant support mechanism provided by the school, e.g the school counsellor, ELSA, Wellbeing Lead or Education Welfare Officer (EWO) and may include formalising support through a parenting contract or education supervision order.

Other outside agencies may also be invited to become involved, e.g. Early Help or the School Nursing Service. Schools may offer Parenting Support as part of a team approach to improve attendance where absence is a symptom of wider issues.

- 4.4 Parents/carers are requested to contact school at an early stage, and to work with staff to resolve problems together.
- 4.5 All Trust schools have a named Education Welfare Officer (EWO). EWOs always act in a supporting role and court proceedings to prosecute parents/carers for poor or non-attendance are always as a last resort. Parents/Carers are encouraged to contact the school EWO if they feel they need independent advice on school attendance matters.
- 4.6 Schools will keep parents/carers informed of CYP's attendance and provide updates on Attendance Procedures at least termly.

5. Registration

- 5.1 The school maintains an attendance register and uses this to record each CYP's attendance at the start of the school day and again in the afternoon. Details of start and end times for registration are contained within the appendix.
- 5.2 The register is marked using the national statutory attendance and absence codes which can be found in the DfE Attendance Guidance.

6. Punctuality

- 6.1.1 CYP must attend on time to be given a mark for that session unless the lateness is unavoidable (e.g., late bus or medical appointment). Parents/carers are expected to ensure that CYP are on time for registration.
- 6.1.2 There may be cases where CYP arrive late to school, miss registration and parents/carers subsequently receive an absence message. Parents/carers must contact school if a CYP has been sent to school but then receive an absence message.
 - i. CYP arriving after the register/school has opened will be marked as late.

- ii. CYP arriving after registration has closed (half an hour after the register has opened) will be marked as absent/late after registration has closed.
 - iii. A consequence for lateness may be issued in line with the Trust's Behaviour [...] Policy.
- 6.1.3 In Secondary schools (including specialist) it is important that CYP move from lesson to lesson quickly to reduce disruption and maximise learning time for each subject. Schools may operate a Punctuality Watch List and CYP who are persistently late to lessons throughout the day will be monitored closely. They may be issued a sanction in accordance with the Trust's Behaviour [...] Policy.

7. Procedures

Schools within the Trust apply the following procedures in deciding how to deal with individual absences:

7.1 Illness and other legitimate reasons

- 7.1.1 Any CYP who is absent from the school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Headteacher or a member of staff acting on his/her behalf can authorise absence. If there is no known reason for the absence at registration, the absence must be recorded in the first instance as unauthorised.
- 7.1.2 The coding for any absences will be in accordance with the guidance provided by the Department for Education.
- 7.1.3 If a CYP is unfit for school, parents/carers are asked to contact the school on each day of absence no later than 9.00 am. Other reasons for absence must be discussed with the school attendance officer on a case-by-case basis; notes will not necessarily be accepted as providing a valid reason for absence.
- 7.1.4 It is not appropriate for schools to authorise absences for shopping, looking after younger CYP, day trips, hairdresser appointments etc. Leave of Absence may be granted in an emergency (e.g., bereavement) or for medical appointments which take place during school time. Where a leave of absence is granted, the school will determine the number of

days a CYP can be absent from school. A leave of absence is granted entirely at the Headteacher's discretion.

- 7.1.5 Medical, dental and other essential appointments for a CYP should take place outside of school hours where this is reasonably possible.
- 7.1.6 Where an appointment must take place during school time, the CYP should attend the school for as much of the day as possible and as much prior notice as possible should be given to the school.
- 7.1.7 Schools may choose to operate a 48-hour rule for sickness, in these cases, this will be made clear to parents/carers.
- 7.1.8 We may ask that CYP bring a written note, signed by the parent/carer, for each period of absence. In exceptional circumstances, further proof of a CYP's illness such as evidence of a prescription or appointment card may be requested. If satisfactory evidence is not provided, the absence may be marked as unauthorised. In very exceptional cases the EWO may ask for a written Doctor's note.
- 7.1.9 Parents/carers are required to inform the school of the reasons for a CYP's absence. It is up to school if any absence is authorised and simply stating 'not in' or 'unwell' gives us insufficient information to make an informed decision, and it may therefore be recorded as unauthorised.
- 7.1.10 Notes of telephone calls received, and written notes received from parents/carers explaining absence must be kept electronically on Arbor.

7.2 Absence without explanation

- 7.2.1 If a CYP is absent at morning registration, and the school has not received an explanation, the school attendance officer will contact the parent/carer by either text, telephone, or email.
- 7.2.2 In all cases, it is the responsibility of parents/carers to ensure that CYP attends school, that emergency contact details are kept updated and that school is aware of an absence.
- 7.2.3 Failure to provide a reason for absence will be investigated by the local attendance officer, or EWO and this may include conducting a Home Visit.

7.3 Holidays

- 7.3.1 Our schools are pro-active in discouraging parents/carers from taking CYP out of school for holidays during term time. We consider this action inappropriate and harmful to the education of the CYP. Parents/ carers should make every effort to avoid taking CYP out of education for holidays or other extended leave during term time. Taking CYP out of school without authorisation from the Headteacher could result in parents/carers receiving a Truancy Penalty Notice (see 8.1.3).
- 7.3.2 Schools may grant permission for a CYP to be absent from school in the circumstances described in paragraph 37 of the DfE Attendance Guidance.
- 7.3.3 Headteachers are only allowed to authorise Leave of Absence when an application has been made more than two weeks in advance. An application form can be requested from the school attendance officer. The Headteacher will consider:
- Any exceptional circumstances
 - If it is highly unlikely that the event will occur again in a CYP's school life.
- 7.3.4 Headteachers may co-ordinate absence requests where siblings are at different schools. The school Absence Request Form details the schools who collaborate in this area.
- 7.3.5 School attendance officers will actively investigate any absence where there is a suspicion that a CYP might be absent without good reason. This may include conducting a home visit or requesting support from the EWO and this may include a request to issue a Fixed Penalty Notice (See 8.1.3).

7.4 Religious observance

- 7.4.1 We recognise that CYP of certain faiths may need to participate in days of religious observance. This needs to be agreed and authorised by the Headteacher.

7.5 Study Leave

- 7.5.1 Schools may grant leave of absence for CYP to study for public examinations if the leave has been agreed in advance with a parent whom the young person normally lives with (or the CYP if they will be over compulsory school age by the time of the absence).

7.5.2 Study Leave will not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision will be made for those CYP who want to continue to come into school to revise.

7.5.3 Where a school decides to grant study leave to CYP the form at appendix 2 must be completed and shared with the School's Executive Link before the period of Study Leave commences.

7.6 Truancy

7.6.1 Truancy from school is treated as a serious issue and will always be communicated to parents/carers. Following truancy, a CYP will be monitored to ensure good patterns of attendance are re-established. A consequence may be issued in line with the Trust's Behaviour [...] Policy.

7.6.2 School attendance officers will make every effort to contact parents/carers if it is discovered that a CYP has gone missing from school. For us to do this, it is the responsibility of parents/carers to ensure that contact details, including emergency contacts, are updated regularly.

7.6.3 Schools will not automatically report missing CYP to the Police, this responsibility rests with parents/carers. However, if there are overriding safeguarding concerns, and school has not been able to contact parents/carers, the following agencies may be contacted:

- Social Services
- Police

7.7 Attendance monitoring

7.7.1 School attendance officers monitor CYP's attendance on a regular basis and will contact parents/carers if attendance is causing concern.

7.7.2 The EWO monitors attendance closely, meeting with pastoral staff and the school attendance officer to identify poor patterns of attendance. If a pattern of attendance gives cause for concern the EWO will contact the parent/carer. They will seek to listen and understand barriers to attendance and agree how all partners can work together to resolve them. If non-attendance continues, and following receipt of a Final Warning, the Local Authority may issue or Fixed Penalty Notice of £80 per parent per CYP. Alternatively, the Local Authority may decide to prosecute. Any CYP who is absent without an explanation for ten consecutive days will be notified to the relevant Local Authority, by submitting a referral to the EWO.

- 7.7.3 *“Failure to ensure a child’s regular attendance at the school at which he/she is a registered pupil is a criminal offence under the Education Act 1996. If convicted under Section 444 (1) of the Act a parent can be fined up to £1000 for each offence. A conviction under Section 444 (1a) - which is the more serious offence when a parent knowingly allows a child to be absent from school without authorisation - can lead to a fine of up to £2,500 and/or 3 months in prison. If a parent is prosecuted under Section 444 (1a) he/she will be formally cautioned and interviewed under the Police and Criminal Evidence (PACE) Act 1984.”*
- 7.7.4 CYP will be informed of their attendance, and how the school views their attendance, by their tutor.

Secondary Schools

100% - Gold
 98% plus - Silver
 96% plus - Bronze
 Below 96% - Amber
 Below 90% - Red

Primary Schools

100% Gold
 98% plus - Silver
 97% plus - Bronze
 Below 97% - Amber
 Below 90% - Red

- 7.7.5 School will inform parents/carers of any attendance concerns by letter. Letters of concern may be sent in the following circumstances:
- i. Attendance has fallen below 97% in primary schools and 96% in secondary schools.
 - ii. Attendance does not improve following the sending of a letter of concern.
 - iii. A particular pattern of attendance is giving cause for concern.
 - iv. Schools do not receive reasons for absence, a response to attendance letters, or there are overriding welfare, health, or safeguarding concerns.
 - v. The EWO may contact parents/carers as follows:
 - Autumn Term - attendance falls below 91%
 - Spring Term - attendance has fallen below 92%
 - Summer Term - attendance has fallen below 93%
- 7.7.6 The EWO may contact parents/carers if they are concerned about a pattern of attendance, regardless of the CYP’s attendance percentage.

7.7.7 Parents/carers may be invited into school to discuss attendance and progress with a member of staff. Alternatively, the EWO may request to meet with parents/carers. At this meeting, an Action Plan is agreed to support CYP to return to school full time and the EWO will outline the legal implications of further absence from school.

7.7.8 Incentives

The school endeavours to improve the attendance of all CYP. Where appropriate a particular cohort may be targeted with further specific intervention. Excellent attendance will normally be rewarded through the school's rewards programme.

7.7.9 Elective Home Education

If schools receive written notification from parents/carers that they wish to home educate CYP, we will inform the Local Authority of the decision to remove their name from the school roll. We will not seek to prevent parents/carers from choosing to home educate CYP, neither will we seek to encourage them to do so as a way of avoiding exclusion or due to poor attendance.

8. Addressing poor attendance and punctuality

8.1.1 Our schools will use data to target attendance improvement efforts to the CYP or groups of CYP who need it. We will:

- i. monitor and analyse weekly attendance patterns, proactively using data to identify CYP at risk of poor attendance
- ii. identify CYP who need support using the Learning for Life Framework
- iii. conduct thorough analysis of half-termly, termly and full year data to identify patterns and trends
- iv. benchmark school attendance data at each level against local, regional and national level
- v. work closely with the Education Welfare Officer to identify poor patterns of attendance
- vi. hold regular meetings with the parents/carers of CYP who the school and/or local authority consider to be vulnerable

- 8.1.2 In cases where the school has been unable to establish a clear reason for absence and/or has welfare concerns about the CYP, a home welfare check may be carried out.
- 8.1.3 Where parents/carers have failed to ensure that a CYP of compulsory school age is regularly attending the school and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a financial penalty (£80 if paid within 21 days, £160 if paid within 28 days) imposed on parents/carers which is intended to change behaviour without the need for criminal prosecution.

9. A Welcome Back

It is important that on return from an absence, all CYP are made to feel welcome. This must include ensuring that the CYP receive help to catch up on missed work and is updated on any information which has been passed to other CYP.

10. Safeguarding

- 10.1.1 Attendance is an important element of safeguarding and schools should put in place appropriate safeguarding responses for CYP who go missing from education, particularly on repeat occasions.
- 10.1.2 Being absent, as well as missing, from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation. (Source: Keeping Children Safe in Education, 2024 (KCSIE))
- 10.1.3 Emergency contact numbers should be provided and updated by the parent with whom the CYP normally resides. Schools should hold more than one contact number; this goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a CYP is missing school and is also identified as a welfare and/or safeguarding concern.
- 10.1.4 Schools must always follow-up any absences to ensure that the proper safeguarding action is taken. DSLs should check the absence list on a daily basis to ensure that appropriate follow-up action can be taken where required.

11. Children & Young People with medical conditions or special educational needs and disabilities

Some CYP face greater barriers to attendance than their peers. These can include CYP who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other CYP and therefore the attendance ambition for these CYP should be the same as they are for any other CYP. That said, in working with their parents/carers to improve attendance, schools should be mindful of the barriers these CYP face and make reasonable adjustments or put additional support in place where necessary to help them access their full-time education. Please refer to the Trust's Supporting Children with Medical Conditions Policy for further information.

12. School specific procedures

It is recognised that all Trust schools have their own distinctive character, and that their registration procedures may differ from school to school. However, the principles of this policy will be applied equally across all Trust schools and all schools will issue an addendum to this policy outlining school specific procedures. School specific procedures can be found under Appendix 1.

13. Monitoring Arrangements

13.1.1 Each schools' Senior Leadership Team conducts a thorough analysis of attendance half-termly, termly, and full year data to identify patterns and trends. This will include analysis of CYP and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.

13.1.2 The Attendance Officer will liaise with the Trust Executive Lead to report attendance analysis across the Trust. They will review the Trust's systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

13.1.3 Headteachers will keep their LGBs regularly informed of attendance data and trends.

13.1.4 This policy will be reviewed by the Trust's Attendance Officer and Executive Board annually. At every review, the policy will be shared with the LGB.

14. Appendix 1 - School Attendance Procedures

Regular attendance means children & young people (also used for child and young person: CYP) can make the most of their education, improving their chances in adult life. School gives CYP a wide range of experiences in the form of academic lessons, educational trips and clubs. The more CYP attends school, the more they increase their opportunity to 'be the best they can be'. School can also help CYP's social skills, such as making and keeping friendships. A regular and punctual attendance pattern will help CYP when they enter the world of work.



Our School Day

Period	Time
Crew	8.50am - 9.15am
P1	9.15am - 10.10am
P2	10.10am - 11.05am
Break	11.05am - 11.25am
P3	11.25am - 12.20pm
P4	12,20pm - 1.15pm
Lunch	1.15pm - 1.55pm
Crew	1.55pm - 2.20pm
P5	2.20pm - 3.15pm

Morning Registration (AM)

Children and young people (CYP) are expected to arrive at school before **8:40am**. The morning bell rings at **8:45am**, and CYP should be in their Crew room by **8:50am**, when the register is taken.

Anyone arriving after this time will be marked as **late**, and the number of minutes late will be recorded.

The morning register closes at **9:20am**. CYP arriving after this time **without a valid reason** will be marked as **unauthorised late (U)**, which will negatively impact their overall attendance record.

Afternoon Registration (Period 4)

The statutory afternoon attendance mark is recorded at **12:20pm** during **Period 4**. Any absence whether authorised or unauthorised will negatively affect the CYP's overall attendance.

Example:

If a CYP arrives late and receives a **U code** for the morning, and then leaves before the afternoon register is taken, this will result in a **full day of recorded absence**.

Lesson Registration

Children and young people (CYP) are expected to arrive promptly for each lesson. A **4-minute transition period** is allowed to move between different areas of the school site. Lesson registers must be completed **within the first 7 minutes** of the lesson, once CYP are seated and settled.



Illness or Medical Appointments

If a child or young person (CYP) is unable to attend school, please contact us by **8:30am** on the day of absence. Unless otherwise agreed with the Attendance Officer, a parent or guardian must report the absence **each day** the CYP is not in school.

When reporting an absence, please clearly provide the **CYP's full name, Crew,** and a **specific reason** for the absence.

For example, stating a CYP is simply "unwell" is not sufficient and may result in the absence being recorded as **unauthorised**.

You can contact us via:

- **Phone:** 01948 660 600 (option 1: to report a student absence)
- **Email:** sjtattendance@sjt.mmat.co.uk

If we don't receive notification of a CYP's absence, we will attempt to contact you or your emergency contacts via **call, text, or email**, and may carry out a **Safe and Well Check** at your home. It is the responsibility of the CYP's parent/guardian to ensure that all contact details are kept up to date.

If we are unable to speak with you and no reason for absence is provided, the absence will be recorded as **unauthorised**. We will continue to make efforts to contact you and offer support if there are any barriers to attendance.

Where there are concerns that a CYP's absence may be linked to a **safeguarding issue**, the school has a **duty of care** to notify the appropriate **external agencies**.

Where possible, medical appointments should be scheduled **outside of school hours**. If this is not feasible, please inform the school **in advance** of any appointments.

In cases of **repeated absence** due to medical or other reasons, the school may request **supporting evidence** to validate the absence.

CYP can attend school with minor ailments, such as colds, coughs, headaches and sore throats.

If medication is required during the school day, it can be brought into school. Parents or guardians must complete a **medication consent form**, available at **Reception**. All medication will be **securely stored** and made available to the CYP as needed.

A CYP does not need to be absent while completing a course of **antibiotics**, unless advised otherwise by a **medical professional**. For further guidance, please refer to the NHS resource: [Is my child too ill for school?](#)



Leave of Absence

The school adopts the [DFE guidance](#) where any planned absence is granted at the discretion of the Headteacher and is only agreed for exceptional circumstances. Exceptional Circumstances are defined as ‘one-off’ occasions where a request for leave of absence is unavoidable and does not cover annually occurring family holiday. **There is no legal entitlement to term time absence.**

Applications for leave of absence should be submitted **at least two weeks in advance** using the official **Leave of Absence Form**. To request a form, please email: sjtattendance@sjt.mmat.co.uk.

When submitting your application, please provide **detailed information** to support the request. Depending on the nature of the absence, the school may ask for **additional supporting evidence**.

If this requested period of absence has not been authorised, details will be passed to Shropshire Council’s Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice or take court action in respect of non-school attendance for this and any future unauthorised absence:

- **Parents have not sought permission from the headteacher before taking their child out of school for a holiday in term time**
- **The Headteacher has refused the request but the absence occurs anyway; or**
- **A pupil has not returned to school by the agreed date with no satisfactory explanation**

For further information, please refer to: [Pupil leave of absence | Shropshire Council](#)



How we monitor attendance

Improving school attendance is a shared responsibility between **school staff, parents/guardians, and children and young people (CYP)**.

The school’s minimum attendance expectation is **96%**. Where attendance falls below this threshold, appropriate action will be taken (see table below). Students with attendance at or below **90%** are classified as persistently absent (PA) by the DfE, which can negatively affect their education, wellbeing, and social development.

Where barriers to attendance exist, the school will work in **partnership with families and external agencies** to ensure the CYP receives the **appropriate support** in a **timely and effective** manner.

Role	Area of Attendance Responsible For
CYP	Attending school regularly, arriving on-time and fully equipped ready to learn.
Parent/Guardian/Carer	Legal responsibility to ensure CYP attends school regularly.
Crew Leader	<p>Daily monitoring of all Crew members attendance and wellbeing.</p> <p>Crew Leader Expectations</p> <ul style="list-style-type: none"> • To review patterns of attendance and punctuality using the ‘Attendance and Attitudes Weekly Report’, initially checking-in with the CYP, and discussing absence concerns with families. • To make contact home for any CYP that is absent, due to illness for at least 3 consecutive days. i.e. a phone call is required on the 3rd day of absence. Communication MUST be documented via Arbor and any concerns of a safeguarding nature MUST be recorded on CPOMS.
Crew Director	<p>Daily monitoring of all absenteeism of CYP within their Community.</p> <p>Crew Director Expectations</p> <ul style="list-style-type: none"> • To make contact with families of any CYP that has an unauthorised absence or where there has been no contact made in the day using the ‘Daily Absence Report’. • Hold strategic planning meetings every three weeks to support students at risk of persistent absence. • To offer Early Help to families and manage open episodes. • Attend scheduled half-termly reviews with the Education Welfare Officer to assess progress and plan improvements for students with continued attendance concerns.

	<ul style="list-style-type: none"> Attend scheduled fast-track meetings with EWO as agreed in the half-termly reviews.
Assistant Headteachers	<p>Weekly review of all attendance and absenteeism across their responsible years.</p> <p>Assistant Headteacher Expectations</p> <ul style="list-style-type: none"> Regularly review and monitor attendance concerns through line management meetings with Crew Directors, and report the impact of interventions to the Senior Leadership Team (SLT) To hold strategic oversight of any student that becomes 'severely absent' (falls below 70%).
Deputy Headteachers	<p>Weekly review of all attendance and absenteeism across the school.</p> <p>Deputy Headteacher Expectations</p> <ul style="list-style-type: none"> Provide strategic leadership and oversight of school-wide attendance, absenteeism trends, and the systems in place to address them. To review and address any attendance and punctuality concerns through regular line management meetings. Review and evaluate the effectiveness of strategies implemented to improve attendance and punctuality, and address key concerns. Report on whole school attendance data as required by the governing body.
Headteacher	<p>Oversight of all school attendance.</p> <p>Headteacher Expectations</p> <ul style="list-style-type: none"> Ensure timely review and decision-making regarding in-term leave of absence requests in line with government guidance.

	<ul style="list-style-type: none"> • Sign attendance certificates and penalty notice requests (specifically time-bound due to court deadlines). • Sign requests for court action documentation.
Governors	Ensure school leaders are held accountable for the implementation and impact of attendance strategies.
School Educational Welfare Officer (EWO)	<p>To work with CYP, families, school and external partners where there are continuing attendance concerns to support access to education.</p> <p>EWO Expectations</p> <ul style="list-style-type: none"> • To offer support for CYP that are experiencing attendance concerns. • Conduct attendance meetings with CYP and families to establish action plans, outlining legal responsibilities and consequences of failing to ensure access to education.

Named attendance lead

Craig Campbell
 Deputy Headteacher - Inclusions and DSL
craig.campbell@sjt.mmat.co.uk



Named attendance officer

Anna Bennett
 Attendance Officer
anna.bennett@sjt.mmat.co.uk

Rewards

Each week whole Crew attendance progress is tracked and monitored.

Crew Attendance: Weekly Community Meetings will celebrate Crew performance in terms of ‘conduct’ and ‘attendance’. The top three Crews (each week) for each category will be allocated with 3, 2 and 1 point(s) respectively. At the end of each half term the Crew(s) with the highest overall points total will receive a reward of their choice (selected from a pre-determined list).

Golden Attendance Award: At each half term, students with 100% attendance are recognised in Community Meetings. Those with both full attendance and a positive behaviour record receive a special reward, and their families are sent a recognition email from the Headteacher.*

Outstanding Attendance Award: Awarded to any CYP at the end of the school year with 100% attendance. CYP will receive a prize of recognition.

*CYP with mitigating circumstances e.g. exceptional medical condition, will not be disadvantaged.



Support for families

We always try to support families and CYP to improve attendance, but sometimes it might be necessary for the Education Welfare Officer to enforce school attendance. This often happens when attendance falls below 90%. If this does happen the Education Welfare Officer will either:

- Invite you into school to discuss worries, agree an action plan and explain the legal implications of further absence from school.
- Write to you and explain that further absence from school could result in a Fixed Penalty Notice or Prosecution.

It is never too late to try and resolve attendance problems, so ALWAYS talk to us or the Education Welfare Officer. The school is able to offer a range of intervention to support good attendance and we believe we are best when we work together.



Persistent Absence

Persistent Absence is the name the Government gives to attendance below 90%. By the end of the school year a CYP with 90% attendance would have missed 4 weeks of school. We try to reduce the chances of CYP being persistently absent by regularly checking attendance and ensuring that the right adjustments are made for a CYP to come back to school. We do this with our Education Welfare Officer to ensure that the right support is in place, on time and in time to avoid persistent absence.



Other sources of help

- Education Welfare Service
0345 678 9063
- BEAM

Beam is an emotional health and wellbeing service for young people under 25 years old who are registered with a GP in Shropshire, and Telford & Wrekin -

<https://shropshire.gov.uk/the-send-local-offer/mental-and-emotional-health-and-wellbeing-service/beam/>



- Citizens Advice
<https://www.cabshropshire.org.uk/>
- Shropshire SEND Local Offer

The SEND local offer is a single place for information, services, and resources for children and young people aged 0-25 with special educational needs and / or disabilities, their families, and the practitioners who support them.

<https://shropshire.gov.uk/the-send-local-offer/>

- Family Doctor
- Shropshire Early Help

Early help means taking action to support a child, young person or their family as soon as a problem emerges.

<https://shropshire.gov.uk/early-help/>

- Shropshire Information Advice and Support Service

We provide information, advice and support to parents and carers of CYP aged 0 to 25, and young people aged 16 to 25 who have, or may have, special educational needs or disabilities (SEND).

<https://www.cabshropshire.org.uk/shropshire-iass/>

Further information

- [Is my child too ill for school? - NHS](#)
- [Working Together to Improve School Attendance 2024](#)
- [Pupil leave of absence | Shropshire Council](#)
- [Schools and education | Shropshire Council](#)

15. Appendix 2 - Study Leave / Leave of Absence Form

Name of learner	
Wave for the learner	
Attainment	
Is the learner reaching or above target?	
Give details	
What study materials and support has been put in place for the learner?	
Safeguarding	
Is the learner Looked After? If yes, have the DT for P/CLA and the Virtual School been consulted and what are their recommendations?	
Give details	
Are there any safeguarding concerns? If yes, has the DSL been consulted and what are their recommendations?	
Give details	
Is there Social Work involvement (Child in Need, Child Protection, Child Looked After) and if yes, have they been consulted and what are their recommendations?	
Give details	
Are there any CSE or CCE risks for this CYP? If yes, how do you intend to mitigate this risk? Has a referral been made to the CE Team, and what were their recommendations?	
Give details	

<p>Is there any involvement with the police? If yes, what risks are there in the community and how are these being mitigated.</p> <p>Give details</p>		
<p>If yes to any of this section - please explain how the decision to grant leave of absence has been reached. Ensure a copy of a <u>Reduced Timetable</u> and the associated <u>Risk Assessment</u> are included.</p>		
<p>What arrangements have been made for safe and well checks with the CYP for safeguarding reasons?</p> <p>Give details</p>		
Evidence		
<p>Please attach evidence of:</p>	Yes	No
<ul style="list-style-type: none"> • Leave of absence agreed in advance with a parent the pupil normally lives with. 		
<ul style="list-style-type: none"> • That the parent has had their rights made clear in gaining this agreement. 		
<ul style="list-style-type: none"> • Parent understands that they can remove their agreement at a future date. 		
<ul style="list-style-type: none"> • The CYP being asked if they would prefer to come to school to study. 		
<ul style="list-style-type: none"> • The CYP being aware of the provision 		
<ul style="list-style-type: none"> • in place for them if the student wishes to come to school to revise. 		
<ul style="list-style-type: none"> • Details of this provision 		

Sign off		
This decision has been made on a one-to-one basis with <ul style="list-style-type: none"> • An understanding that leave of absence should be used sparingly. • An understanding of the impact on attendance figures in granting this leave of absence. 		
Role: <i>(Overseeing request)</i>	Designated Safeguarding Lead or Designated Teacher for P/CLA <i>(Delete as applicable)</i>	Headteacher
Name:	Name:	Name:
Signed:	Signed:	Signed:
Date:	Date:	Date: