



DERBY MOOR ACADEMY

Policy Title: Attendance and Leave of Absence (for Students) Policy

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Ratified by the Governing Body:

Next review due: July 2021

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1. Principles

In line with our school values, Derby Moor Academy seeks to ensure that all students receive a full-time education which maximises opportunities for them to realise their true potential. This policy aims to improve the attendance of students at Derby Moor Academy, to ensure their continuity of education and to contribute to the safety of students, by gaining knowledge of their whereabouts, during the school day.

2. Statutory Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education Act 1996
- The Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2018) 'School attendance'
- DfE (2016) 'Children Missing Education'
- DfE (2019) 'Keeping children safe in education'

3. Roles and Responsibilities

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community including students, parents, governors and staff.

The Principal is responsible for:

- The day-to-day implementation and management of the attendance policy and procedures of the school and distributing these to parents.

The attendance officer is responsible for

- Ensuring fire registers are printed promptly.
- The successful operation of Truancy Call.
- Liaison with Education Welfare service and Local Authority.

Staff, including teachers, support staff and volunteers will be responsible for:

- Following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

The school will:

Ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session.

Inform the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

Parents:

- Will be expected to take responsibility for the attendance of their children during term-time.
- Parents will be expected to promote good attendance and ensure their children attend school every day.
- Provide accurate and up-to-date contact details and update the school if the details change.
- Provide the school with more than one emergency contact number.

Pupils:

- Are responsible for their own attendance at school and any agreed activities throughout the school year.
- Are responsible for their punctuality to lessons.

4. Attendance Registers

- Attendance registers are taken twice a day. Morning registers open **at 8.40am** and close at **9.00am**.
- Students who arrive after **8:40am must report to Student Services** where they will be issued with a late slip and the school register will be amended to show their presence in school.
- Students who leave school during the day, for example because of illness or medical appointments will need to sign out and back in at **Student Services**.
- Parents are required to contact the school as soon as possible on the first day of any absence.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The absence of students to take part in supervised educational activities outside the school but authorised by the school is recorded as 'approved educational activity'. This is the equivalent of 'present' for the purposes of the annual absence return and performance tables, but it should be clear that such students are off-site for health and safety reasons or in the event of an emergency. The following activities show when the approved educational activity category can be used:

- Dual registration arrangements with another educational establishment. Both institutions share responsibility for the student. Failure to attend either institution, as instructed, without good reason is unauthorised absence.
- Field trips and educational visits, in this country or overseas.
- Non-regular participation in, or attendance, at approved sporting activities.
- Work experience, where relevant.
- Interviews with prospective employers or for a place at a further or higher education establishment (Y11 only).
- Link courses, whereby students attend a further education college for part of the time.
- Alternative provision students receiving part of their tuition off-site at another location while remaining under the overall supervision of the home school (ie a flexible arrangement short of formal dual registration). This can include special tuition for dyslexic children and sick children being taught at home but remaining on the school's roll.

In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer.

The school will inform the LA of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without permission.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for 20 consecutive school days, the school will remove the pupil from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

5. Authorised and Unauthorised Absences

Absence during Term Time

Our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

Leave during term time will only be authorised in exceptional circumstances, for example bereavement.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Parents who wish to take their child on holiday need to complete a Leave of Absence Request obtainable from Student Services.

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a pupil is settling into the school, unless exceptional circumstances apply, eg the death of a family member.
- Immediately before and during assessment periods.
- When a pupil's attendance record shows any unauthorised absence.
- Where a pupil's absence record is already above 10 percent for any reason.

Where a student is absent from school and the school believes that the student may be on holiday, the attendance officers will check with the Primary School that the student attended to check where there are siblings, whether they are also absent from school. In the case that siblings are absent from Primary School, this will be taken as evidence as the student being on holiday and will be processed as an unauthorised holiday. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions such as a penalty notice and fine.

Medical and dental appointments

- As far as possible, parents should attempt to book medical and dental appointments outside of school hours.
- Where this is not possible, a note and appointment card should be sent to the school.
- If the appointment requires the pupil to leave during the school day, the pupil must be signed out by a parent.
- Pupils must attend school before and after the appointment wherever possible.

Where the school believes that a child is genuinely unwell the absence will be authorised. Missing registration for a medical or dental appointment is also recorded as authorised absence. If a student is present for registration but has a medical appointment later, or goes home because of illness, no absence will be recorded for that session. The school will keep a record of students leaving or returning to site in case of an emergency.

Days of religious observance

This is absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. The school will be sensitive to such requests and parents are encouraged to give advance notice.

Exclusions

A student excluded for a fixed period remains on roll and the absence will be treated as authorised as it results from a decision taken by the school. Similarly, the absence of a permanently excluded student is treated as authorised while any review or appeal is in progress. In the case of a permanent exclusion the student's name should be removed from the school roll on the first school day after the day on which:

- the independent appeal panel upholds the permanent exclusion; or
- the independent appeal panel does not uphold the permanent exclusion, but does not direct the student's reinstatement; or
- the prescribed period for lodging an appeal has expired and the parent has not lodged an appeal; or
- the parent has, before the expiry of the prescribed period, advised the LA in writing that he does not intend to appeal.

In the meantime the absence will be recorded as authorised. The school will set work for an excluded student for the first 5 days then this will be provided by the Local Authority.

Traveller child when the family is travelling

To help ensure the continuity of learning for Traveller children, dual registration is allowed. This means that the school will not remove a Traveller child from the school roll while they are travelling. While the Traveller is away, the school will hold the place open and record the absence as authorised.

Family bereavements

The school will respond sensitively to requests to attend funerals or associated events and have the discretion to authorise such absences.

Student caring for a sick or disabled family member (young carers)

In a genuine crisis, the school can approve absence for a student to care for a relative until other arrangements can be made. However, the school will set a time limit for the absence and set some school work so the student does not fall far behind while at home. Furthermore, in accordance with the Children's Act 1989, the interests of the child are paramount and advice will be sought from Social Care.

Family prison visits

The school will consider requests for absence which may enable a student to visit a parent in prison.

Birth of a child

The school will endeavour to provide support directed to keeping the student in school wherever possible, and to her return to full-time education as soon as possible after the birth. A student who becomes pregnant will be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence will be treated as unauthorised.

Public performances, including film or TV work

The Local Authority must licence a student to take part in a public performance. The school may authorise absence where participation has been agreed.

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- parents keeping children off school unnecessarily.

- truancy before or during the school day.
- absences which have never been properly explained.
- children who arrive at school too late to get a mark.

Where the unauthorised absence appears to be a problem with a particular student, the school will:

- write to parents to alert them to concerns regarding the attendance of a student.
- invite parents to a meeting in school to discuss any problems and to set targets to improve a student's attendance.
- request support from the Education Welfare Service.

Parents should be aware that any type of absence will have a negative effect upon a child's progress at school and be reflected in their attendance record. All absences will be considered to be unauthorised until parents provide a reason to justify the absence that is accepted by the school. The school has a responsibility to report any unauthorised absences to The Local Authority who have powers to ensure that children attend school. Following government guidelines, parents and carers can be prosecuted for irregular attendance and unauthorised absences and fined up to a maximum of £2500 or 3 months imprisonment. The Education Welfare Service now issue Fixed Penalty Notices (FPNs) following periods of unauthorised absence or truancy sweeps. Payment is £120 if paid within 28 days reduced to £60 if paid within 21 days. Payments are per student per parent.

Alternatively, parents or children may wish to contact the EWS themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the School Office or by contacting the Local Education Authority.

EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

Equality Impact Assessment of DMA Policy						
Title of Policy	Attendance and Leave of Absence (for students) Policy					
PART 1	Positive Impact – reducing inequalities					
<p><i>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</i></p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation,</i></p> <p>A = Age, M/CP = Marriage and Civil Partnerships</p>	<p>How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist?</p> <p>Adherence to the policy ensures that all students are treated equally and actively encouraged to access a full and effective education, using process to support attendance and punctuality.</p> <p>Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics?</p> <p>No.</p>					
Characteristics Indicate areas of likely impact <input type="checkbox"/>	Promote equal opportunities	Get rid of discrimination	Get rid of harassment	Promote good community relations	Promote positive attitudes	Promote/ protect human rights
D	√	√				
GA	√	√				
P	√	√				
R	√	√				
R/B	√	√				
S	√	√				
SO	√	√				
A	√	√				
M/CP						
Equality Impact Assessment of DMA Policy	Records					
Name of person responsible for policy	Cathy Bhundia					
Date of EIA of Policy	June 2020					

A = Age, M/CP = Marriage and Civil Partnerships –applies in respect of employment framework policies

Equality Impact Assessment of DMA Policy	Evidence
PART 2	
<p>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p>What is the evidence for your answers above? (list any quantitative and qualitative)</p> <p>School Improvement Plan. Further improve attendance Revised attendance strategies for monitoring and following up on absences Outcomes will be reported routinely to Governors</p>

Equality Impact Assessment of DMA Policy	Conclusion
PART 3	
Summary of findings	This new policy is in line with statutory guidance

Equality Impact Assessment of DMA Policy	Next steps		
PART 4			
Category	Actions	Target Date	Person responsible
Next Steps – Action Plan	Ensure effective implementation of Attendance and Leave of Absence Policy	On going	CBH
Practical changes required to reduce adverse impact	None		
Monitoring and evaluation and Review (publish revised policy)	Review and update for ratification by Governors and adjust as required in line with changes to legislation		CBH