



Noel-Baker Academy
A L.E.A.D. Academy

Noel- Baker Academy

Attendance Policy

2021/22

LEADING STUDENTS
TO A BRIGHT FUTURE

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1. Aims

Our Academy aims to meet its obligations with regards to attendance by:

- **Promoting good attendance and reducing absence, including persistent absence;**
- **Ensuring every pupil has access to full-time education to which they are entitled;**
- **Acting early to prevent patterns of absence.**

We will also support parents to perform their legal duty to ensure their children of compulsory Academy age attend regularly. At Noel- Baker Academy, we know that good attendance is crucial to the future educational success of our students. Good attendance at Noel- Baker Academy is defined as 97% and above, students who fall below this level will not be able to fulfil their education potential. It is our mission to ensure that every student has access to a knowledge rich curriculum and the opportunity to engage positively with the school. It is important to us that all students are able to enjoy a feeling of belonging to their class and school community. The Academy aims to achieve good attendance by operating an attendance policy with which staff, students and parents, the local community and the Educational Welfare Service work in partnership. Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. The Academy will rigorously monitor attendance ensuring a quick and early intervention if attendance falls to an unacceptable level.

Safeguarding remains integral to our academy. Further to periods of National lockdown, Noel- Baker Academy is continually committed to ensuring all pupils attend our academy and have full support to access remote learning and provision at home if they are self- isolating.

Attendance will be promoted and celebrated by staff and the school will liaise with parents and outside agencies to support this. This policy states the Academy's focus and with it, the roles and responsibilities of key stakeholders.

The aims of the policy are:

- to give a clear outline of our strategies to promote good attendance;
- to explain the roles and responsibilities of all stakeholders (Tutors, Heads of House, EWO's, students and parents);
- to explain the procedures for monitoring attendance;
- to clarify the mechanisms for dealing with poor attendance.

It is our intention to ensure that every student enjoys attending Noel- Baker Academy by providing a stimulating, challenging, secure learning and knowledge rich environment. All students are expected to attend every day to enhance their learning and progress. Continuity of learning can only take place through regular attendance to the Academy.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers in line with the Noel- Baker Academy 'traffic light' banding system relating to school attendance. Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time-keeping for all students and this will be communicated through regular contact with parents/carers.

The Academy recognises and adheres to the Education Act 1996 for Attendance, Truancy, Excluded Students, Persistent Lateness and Unauthorised Holidays in Term Time. It also adheres to the Local Authority Code of Conduct and the latest DfE guidelines.

2. Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern Academy attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

3. Academy Procedures

3.1. School Day Timings:

	LEAD	EMPOWER	ACHIEVE	DRIVE	EXCEL
08:15	Breakfast Clubs (optional)				
08:30am	Roll Call (enter through Theatre)	Roll Call (enter through Theatre)	Roll Call (enter through MUGA)	Roll Call (Netball Courts)	Roll Call (MUGA)
08:40	NBA Reads	NBA Reads	NBA Reads	NBA Reads	PSHE
09:00	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:55	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:50	Break	Break	Break	Break	Break
11:10	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
12:05	Lunch	PSHE	Lesson 4	Lesson 4	Lesson 4
12:35	PSHE	Lunch			
13:05	Lesson 4	Lesson 4	Lunch	PSHE	Lunch
13:35			PSHE	Lunch	NBA Reads
14:05	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
End of compulsory Lessons					
15:00 – 16:00	Period 6 – Extra-curricular clubs, C2 Detentions and Late Gate Catch up.				

3.2. AM and PM Registration:

Only authorised persons may complete registers and they must be taken at the same time twice a day. Electronic registers are used in every class as part of the School's Information Management System (Go4 Schools). If for any reason the electronic register cannot be taken, then the office administrator will provide a paper register and will then input it on the electronic register from the office.

AM registers will remain open until 9:00am, any child arriving after 8:40am but before 9:00am will be marked as late ('L'). Any student arriving after this time (9:00am) without good reason will be classed as unauthorised ('U').

PM registers will be taken at the start of the PSHE lesson for LEAD and EMPOWER houses. PM registers will be taken at the start of Lesson 4 for ACHIEVE, DRIVE and EXCEL houses.

At times of exceptional weather, the registers may, according to DfE guidelines remain open until 9:30am.

3.3. Lateness to School:

- Students are expected to arrive for school by 8:30am where daily routines of uniform and equipment will be checked before entering the school building during roll call at designated points around the academy.
- Students enter the building with their class teacher, at designated points, and make their way to their 'Leaders are Readers' lesson, lining up outside their classroom.
- If a student arrives late to school, they must arrive at the Main School Reception where they will be greeted by the Education Welfare Officers and Assistant Headteacher responsible for Attendance and issued with a 'late gate' card. The student will be signed in and escorted to their lesson.
- As a result of being late to school, students will be issued with a 1-hour same day detention after school from 3:00pm to 4:00pm. The detention will take place in A21.
- Failure to attend the 1-hour detention, will result in a full day in internal exclusion the following day.
- Lateness after 9:00am will be unauthorised and persistent lateness may result in a referral to the Education Welfare Service and a Penalty Notice may be issued.
- Please note that if a parent/carer reports that there are extenuating circumstances that have prevented a student from arriving on time, then we will, of course, take this into consideration.

3.4. Lateness to Lessons:

- Any student arriving to any lesson 3 minutes after the first student arrives will be classed as 'late'. The register will be marked with the 'L' code.
- If the student doesn't have an explanation of their lateness to lesson, the Teacher will record in the behaviour section on Go4Schools 'Late to lesson without reason'. The student will attend a 1-hour late detention that day.
- Failure to attend the 1-hour detention, will result in a full day in internal exclusion.

3.5. Authorised and Unauthorised Absence- including Attendance Codes:

There are two types of school absence:

- **authorised** where the school approves the student's absence.
- **unauthorised** where the school will not approve the student's absence.

Only the school can authorise the student's absence. Whilst this is straightforward in most cases, there may be a time when the school will refuse to authorise a student's absence without medical support. If a child is ill, the parent/carer is to call the school before 8.15am and notify the school of the child's absence, the reason and when the child is to be expected back in school (**Tel 01332 572026**). In order for the absence to be authorised we will require a letter or email from the parent/carer detailing the reason for the absence to be sent upon the child's return to school.

Our expectation is that:

- Parents should contact the school on the first and each subsequent day of absence, unless a definite date of return is known. If parents do not contact the Academy within 24 hours of an absence, this will be marked as unauthorised.
- If your child has been absent for 3 days or more with either illness or unauthorised absence over a 6-week rolling period, the Academy will require some form of medical evidence stating the health reasons for absence. This could be 3 consecutive days or separate days over the 6-week

period. Evidence for such absences could be in the form of a note from a health professional, prescription labels and in some cases, evidence of medical appointments.

- Where your child has been absent due to attending a medical appointment, the school must receive the evidence in order for this to be approved. The evidence can be either a letter or an appointment card. **Please also note whole day absences for medical appointments will not be authorised. Parents/carers are expected to book routine dental, medical or opticians appointments outside school hours.**
- If the student is not in school by 9.30 a.m. and the school has not been contacted by the parent/carer, then a member of the Attendance team will contact the parent/carer by text message to find out why the student is not in school. Where the school is also unsure of the reason for illness, or needs clarification about this, then the parent/carer will also be contacted.
- If there has been no communication on the first day of absence, the Education Welfare Officer (EWO) will follow up the absence by visiting the home at their earliest convenience.
- If a student is absent and no contact has been successful by the Academy or the EWO, the student may be referred to Social Care in line with the Academy's Child Protection and Safeguarding Policy.
- If a student is missing for more than two weeks or 10 days, then s/he will be referred as a 'child missing in education' to the Education Welfare Service.
- If a student does not return to the Academy for a further two weeks and there has been no contact from/with the parents, then his/her place may be removed from the school roll.
- Students' attendance is monitored and tracked against an 'Attendance Risk Register' which clearly sets out the tiers for escalating procedures for poor attenders/persistent absentees including prosecution.
- If students have been sick, they do not need to remain at home for the following 48 hours. Students can return earlier.

Absence relating to Covid-19

All students are expected to attend school, unless they are self-isolating. Parents/ Carers must contact the school immediately if this is the case (Tel: 01332 572026).

Symptoms of COVID- 19 include:

- having a new, continuous **cough** – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours;
- having a **fever**- being hot to touch on the chest or back (there is no need to measure temperature but this is advisable);
- having a loss of, or change in normal sense of taste or smell (**Anosmia**).

If a student has any of the above 3 COVID- 19 symptoms, however mild, they must **STAY AT HOME** and Parents/ Carers must **BOOK A PCR TEST** online using NHS Testing and Tracing- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

For those without internet access, the tests can also be ordered by telephone via **NHS 119**.

STUDENTS MUST SELF- ISOLATE AT HOME FOR 10 DAYS FROM WHEN THE SYMPTOMS STARTED OR WHEN THE PCR TEST PROVED POSITIVE. STUDENTS MUST NOT ATTEND SCHOOL. PARENTS/ CARERS MUST CONTACT THE SCHOOL TO INFORM US OF THE STUDENTS' ABSENCE Tel: 01332 572026

If a student becomes unwell at school, they will be taken to a safe environment and be safely tended to by a dedicated member of staff until their Parent/ Carer collects them. **Siblings, who also attend**

Noel- Baker Academy, must be collected too so they can get a PCR test- new guidelines advise that if they are negative on the PCR they do not need to isolate.

Parents/ Carers must inform the school immediately of the test results.

1. If the PCR **test is negative**, the student can return to school. However, if the student still feels unwell, they are to remain at home until they are well enough to return to school.
CHILDREN ARE NOT ALLOWED TO RETURN TO SCHOOL UNLESS THEY HAVE HAD A CONVERSATION WITH THE SCHOOL'S EWO (EDUCATION WELFARE OFFICER).
2. If the **test is positive**, inform the school **immediately**. Isolate for **10 days**. **If after 10 days, no** COVID-19 symptoms exist (apart from a cough and change in taste/smell) the student can return to school. If the student still has COVID-19 symptoms **including a high temperature**, they are to continue to isolate until the high temperature has gone.

Academy response to confirmed case

If we have a **confirmed and positive case** of Covid-19 in the Academy, evidenced by a positive test result, **we will take swift action** by finding out who has been in close contact with the student in the last 48 hours. Parents/ Carers are expected to support the school at this time to ensure that their child has a PCR test. We will work closely alongside our Local Health Protection Team:

East Midlands HPT (Health Protection Team):

Public Health England

Seaton House

City Link

Nottingham

NG2 4LA

Telephone 0344 2254 524 (option 1)

Out of hours advice 0344 2254 524

All identified individuals who have been in contact are no longer expected to isolate however, if these identified individuals develop COVID- 19 symptoms during this time, they will also follow the steps above relating to testing and informing the school. If we have **two or more confirmed cases of COVID- 19** in the Academy, evidenced by positive test results, the school will liaise with our dedicated Local Health Protection Team (details above). Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education. We will be monitoring the engagement with this activity and a separate code will be added in Go4Schools.

- Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' will be recorded using code X. This category of non-attendance **will not count** as an absence (authorised or unauthorised) for statistical purposes because they are not attending because they are following public health advice. Parents/ carers must inform the school if their child has symptoms. We will advise a PCR test is taken.
- Clinically extremely vulnerable pupils are no longer advised to shield. All clinically extremely vulnerable pupils should attend school unless they are one of the very small number of

children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

Remote education

If a pupil is not attending due to circumstances related to coronavirus (COVID-19), we will immediately offer access to remote learning through the home learning work that staff are uploading weekly. This work is the same as the work they would be undertaking if they were able to be at school and is accessed on the website:

<https://www.noelbakeracademy.co.uk/recorded-lessons/>

We have a secure system in place whereby we will keep a record of, and monitor engagement with this activity- this will also include regular phone calls to support your child during this time.

Attendance Codes

Code	Description	
/	Present in school AM	Present
\	Present in school PM	
L	Late arrival before the register has closed	
B	Off- site educational activity	
D	Dual- registered- at another educational establishment	
J	At an interview with prospective employers, or another educational establishment	
P	Participating in a supervised sporting activity	
V	Educational visit or trip	
W	Work experience	
C	Leave of absence authorised by the school	
E	Excluded but no alternative provision made	
H	Holiday authorised by the school	
I	Illness (not medical or dental appointments). SEE BELOW UPDATED 'I' CODES	
M	Medical or dental appointments	

R	Religious observance	Authorised Absence
S	Study leave	
T	Gypsy, Roma and Traveller absence	
G	Holiday not authorised by the school or in excess of the period determined by the Headteacher	Unauthorised absence
N	Reason for absence not yet provided	
O	Absent from school without authorisation	
U	Arrived in school after registration closed	
X	Non attending in circumstances relating to coronavirus (COVID-19). SEE BELOW UPDATED 'X' CODES	Not counted as a possible attendance in the School Census
Y	Unable to attend due to exceptional circumstances	
Z	Pupil not on admission register	
#	Planned whole or partial school closure	

Attendance Codes in circumstances linked to Covid-19

Code X01	Non-compulsory school age pupil not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.
Code X02	Pupil self-isolating with coronavirus (COVID-19) symptoms. This code is used for pupils who are self-isolating because they have symptoms of coronavirus (COVID-19) but they have not yet had a positive test.
Code X03	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) inside the school setting. This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) inside the school setting (for example, individuals, classes, year groups or bubbles who have been sent home because of potential contact with a confirmed case of coronavirus (COVID19) within the school setting). Includes test and trace where it applies.
Code X04	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) outside the school setting. This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) OUTSIDE the school setting (for example, a household member with symptoms or a confirmed positive test, or a social contact or a contact with someone from the local community with a confirmed positive test). Includes pupils advised to self-isolate through test and trace where appropriate.

Code X05	Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory). This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health & Social Care guidance 'Coronavirus (COVID-19): how to self-isolate when you travel to the UK'.
Code X06	Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend. This code is used for the small number of pupils who have been specifically identified as clinically extremely vulnerable and advised that they should not attend school. Department of Health & Social Care / Public Health England 'Guidance on protecting people who are clinically extremely vulnerable from COVID-19'.
Code X07	Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice. This is for pupils who as part of local or national restrictions to education settings, (including set out in the Contingency Framework and related guidance) are specifically advised not to attend school for public health reasons.
Code I01	Illness This code is used for pupils who are absent because of non-coronavirus (COVID-19) related illness or sickness.
Code I02	Illness Confirmed case of coronavirus (COVID-19) This code is used for pupils who are absent because they have tested positive for coronavirus (COVID-19).

3.6. Medical Evidence:

- All medical evidence must be sent to the attendance office on A floor Green/ Yellow.
- If letters/notes come from parents/carers directly to the teacher, then these should be signed and dated by the teacher and sent to the Attendance office. The evidence can also be emailed to attendance@noelbakeracademy.co.uk
- If a teacher receives verbal communication, then it must be recorded on the electronic register for the appropriate days and the Attendance office will be informed. Evidence must be provided upon the students return to school in order for the absence to be authorised.
- All information about absences and logs of the Academy's attempts to contact home is recorded electronically on Go4Schools and in student absence records.
- Unfortunately, there are occasions when a child can suffer from more sustained health problems. If this is the case, the school will contact the medical professionals involved with the child in order to be able to support the child in the most appropriate manner. The school would like the parent to give permission for the medical professionals to be able to speak to the school about the best way to support the child. In these circumstances it is not appropriate for the parent to contact the school every day and a more appropriate frequency of communication will be established with the parent. This bespoke arrangement will be put in place by the Tutor/Pastoral Team.

3.7. Noel- Baker Academy Strategy:

Noel- Baker Academy operates a 'traffic light' system in relation to school attendance. See appendices (Noel- Baker Academy strategy). At each stage there will be appropriate interventions:

- **'Green'** signals a good school attendance, where the student's attendance is above 97% (97% to 100%);
- **'Amber'** signals a student whose attendance is causing concern. This is where a student's attendance is between 92% and 96.99%;
- **'Red'** signals a student who has poor attendance and their attendance level is below 92%.

3.8. Holidays in Term Time:

- There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Head teacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.
- Notice of your intention to take your child out during term time should be made via the Academy's Leave of Absence Request form which can be found on the Noel- Baker Academy website. **If we do not receive formal notification, but are aware that you are on holiday, then the below remains the same.**
- The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Head teacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.
- Due to the timing of internal year examinations and the GCSE and vocational examination period falling in the months of May and June, the Academy cannot condone any absence during this period except in the most exceptional of circumstances. Students who are knowingly taken from the Academy to go on holiday during this period will be referred to Education Welfare for Penalty Notices to be issued.

Please refer the Government website for details of these notices and their present value www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance.

3.9. Truancy:

- If the student is known to have been in school, but has not attended all, or some of their lessons without reason, then they are classed as truant.
- If this is to occur, then the truant will be placed into internal exclusion and serve a 1 hour after school detention on the same day. Parents/carers will be notified of the incident.
- If the truancy persists a parental meeting will be conducted and further actions and/or strategies will be implemented to rectify the behaviour.
- If it is believed that the truant has left the school site then, the Academy will inform the parent/carer should the student not be found. In this situation we would advise the parent/carer to contact the child themselves.

- If the school is unable to contact the parent to inform them of their child's truancy, then messages will be left with the parent. As a school we will endeavour to try all available contact numbers on the school system to notify the parent of the truancy.
- If no contact can be made the school may be left no other option but to contact the police.
- In either case, the student's sanction will be similar to the previous example.
- Sometimes parents/carers believe that their child is at school, but the student has not actually entered the building. Should this happen then, the school would naturally believe the student to be absent and would contact the parent/carer for a reason for the absence. If we are unable to contact the parent then messages will be left to make sure that the parent is aware of the absence. At this point the truancy would come to light. In this situation we would advise the parent/carer to contact the child themselves, but if they do not get any response, then we would advise that they contact the police. For this reason it is important that parents keep the school informed of any changes of contact details.

3.10. Communication with Parents/Carers:

- Attendance to be communicated to parents/carers during Parents' Evenings.
- Parents/carers invited to 1-2-1 Attendance Evenings.
- Parents/carers are regularly informed about attendance issues in the Head teacher's newsletters.
- Attendance newsletters are sent out every term reminding parents of the Academy's monitoring procedures for attendance.
- Letters are sent about absence and lateness, stressing the legal requirements for students to attend and the financial penalties that may be served for non-attendance.
- Parents/carers of students whose attendance is a cause for concern are sent letters to inform them of the Academy's intended actions in line with the 'traffic light' banding system. See appendices (letter 1 – 5).
- The Academy will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to the Academy.
- Social media, e.g. Twitter or Facebook, will be used to effectively communicate and update parents/carers on attendance within year groups. This will be communicated on a regular basis.

3.11. Religious Observance:

- Derby City is a vibrant and diverse city that promotes respect for the faiths and values of its communities. There are many religions celebrated in our Academies and it is important that we recognise the diversity of the population.
- In Derby City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence. Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, we will seek advice from the parents' religious body to confirm whether the day is set apart.

3.12 Taking a Pupil Off Roll:

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a removal / leaver form completed.

A pupil of compulsory school age shall have his/her name deleted from the admissions register when:

- The pupil is registered at our Academy in accordance with the requirements of an Academy attendance order and another Academy is substituted by the Council for that named in the order, or the order is revoked.

- The pupil has been registered at another school or Academy. (Academies can register travellers' children even if they are on the roll of another school/Academy. The Academy the child normally attends is the base Academy; the other registration is temporary).
- The Academy has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- The pupil has ceased to attend our Academy and no longer lives within a reasonable distance of Academy.
- In the case of a pupil granted leave of absence exceeding 10 days for the purpose of a holiday, the pupil has failed to attend the Academy within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the pupil is unable to attend by reason of sickness or any unavoidable case. Both the Academy and the Council will make reasonable enquiries to find out where the pupil is, to include letters, home visits and telephone calls.
- The pupil is certified by a medical professional or relevant member of staff as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- The pupil has been continuously absent from our Academy for a period of not less than 20 school days and both the Academy and EWO have failed, after reasonable enquiry, to locate him/her. Again, reasonable enquiries should be made. In such cases we will ensure the EWO are informed and procedures concerning missing children and missing children protocol should be followed.
- The pupil had died.
- The pupil will cease to be of compulsory school age before our Academy next meets and their parent has indicated that they intend to cease to attend. (All registered pupils are required to remain at our Academy until the leaving date- the last Friday in June. At school includes, for these purposes, approved educational activities undertaken off site, including work experience)
- The pupil has been permanently excluded and the exclusion has been upheld by governors.
- The pupil attends a special school and the Council gives consent for his/her name to be removed.

If we are told that a pupil is leaving to attend another school/Academy, staff at our Academy will establish the pupil's new address, the name and address of the new school/Academy and the date the pupil will start there. Confirmation will then be sought from the receiving school/Academy. Whenever a pupil leaves us a Common Transfer File (CTF) will be completed. If we are concerned about any aspect of a transfer or a pupil has "disappeared" the matter should be referred immediately to the Education Welfare Service who will investigate missing pupils as part of Derby City Local Authority Missing Children's protocol.

4. Legal Action

4.1 Penalty Notices:

Under the Education Act 1996, the Education Welfare Service has the power to issue Penalty Notices and to take legal action:

- against the parents/carers of any student who fails to attend school regularly.
- at the request of the Head teacher in respect of any students who are regularly late after the close of the register.
- where absences have occurred due to unauthorised holidays being taken in during term time.

All the above is subject to the Academy making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the Academy website and ensuring the Governing Body have adopted the policy and therefore support the action.

4.2. Traveller Pupils:

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the Academy but it is not known whether the pupil is attending educational provision.

4.3. Children Missing in Education:

Where a pupil has not returned to our Academy for ten days after an authorised absence or is absent from the Academy without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the Academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the Academy does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register.
- We will adhere to the Children Missing in Education Statutory Guidance for LAs;
www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf

4.4. Children Who Cannot Attend Academy Because of Health Needs:

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory Academy age and who
- are permanently resident in the LA and
- who are not in Academy for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the Academy for 15 days for health reasons or as soon as it is clear that a health-related absence from the Academy will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as possible. There may be circumstances in which suitable alternative education is already in place e.g. if the Academy has made arrangements for a pupil, or the child is receiving education at a hospital Academy.

4.5. Children in Public Care:

Mrs Sarah Leach (Assistant Head teacher) is the coordinator who liaises with the LA Children Looked after Team. The Virtual Academy will be contacted each day whether the pupil is attending or is absent. Attendance will also be reported as part of the PEP.

4.6. Elective Home Education:

A parent has a right to educate their child at home and can request to home educate their child at any point. On receipt of written notification from the parent/carer, we will inform the LA and once approval has been received, the pupil may be taken off roll and a leaver's form will be completed.

4.7. Off Site Provision:

Either students are registered prior to attending off site provision or registration data is forwarded to the school daily. The above practices for absence will be applied to in line with the Academy's Attendance Policy.

5. Rewards

Celebrating success is a key aspect of school life at Noel- Baker Academy. Below is a list of ways in which students will be rewarded for attendance to school:

Tier One Reward- 1 point:

- 100% attendance for a week. Pupil names to be displayed on TVs around the academy.

Tier Two Reward- 2 points:

- 100% attendance to be given to the form in each house with the highest attendance each week. Each tutor to receive a recognition certificate to be displayed in the tutor room.
- Given to the most improved tutor group in each house weekly.

Tier Three rewards- 5 points

- For all 100% attenders for each half term, the student will receive a postcard emailed home congratulating them on their attendance achievement. Every student with 100% attendance that half term will receive a cookie token to be used in the Academy canteen.

Tier Four rewards – 10 points

- 100% attendance for each term. Every student will receive a certificate and a letter sent home from the Senior Leadership Team.

Tier Five rewards – 25 points

- 100% attendance for the whole academic year. Students to receive a certificate, attendance star and a letter home from the Headteacher. The attendance star will be a tiered approach:

Bronze star awarded:	for 100% attendance for 1 year
Silver Star awarded:	for 100% attendance for 2 years
Gold star awarded:	for 100% attendance for 3 years
Platinum star awarded:	for 100% attendance for 4 years
Special gift awarded:	for 100% attendance for 5 years

All reward points will be added to Go4Schools and shared and celebrated through our media campaigns.

6. **General Data Protection Regulation**

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

7. **Review**

- Senior Leadership Team and Governors review the effectiveness of this policy annually.
- Statistical analysis is completed every week and updated each half term to be included in the Head Teacher's Report to Governors.

8. **Role and Responsibilities**

All stakeholders play a vital role in ensuring students are attending school regularly and on time. Below are the roles and responsibilities of key stakeholders in ensuring students attend Noel- Baker Academy.

Stakeholder	Role and Responsibility
Tutors	<ul style="list-style-type: none"> ✓ To keep an accurate attendance register. ✓ To praise students for punctuality and good attendance. ✓ To play their part in the monitoring of students' absence and act as a point of contact for a parent who is concerned about their child's health/attendance. ✓ To contact home if attendance falls below 95%. ✓ To liaise with the Heads of House and Attendance team as appropriate around reasons for student absence. ✓ To mentor and support students to achieve a good level of attendance. ✓ To update attendance notice board. ✓ To distribute and collect any medical evidence or absence letters.
Heads of House	<ul style="list-style-type: none"> ✓ To ensure that all student absences are correctly logged on the attendance registers (in conjunction with the tutor and class teachers). ✓ To maintain an overview of the attendance of students in their year group. ✓ To praise and celebrate students for punctuality and good attendance in assemblies. ✓ To be a point of contact (along with the tutor) and offer appropriate support around improving the attendance. ✓ To monitor attendance and arrange for the parent to be informed when their child has dropped below 97% attendance (this amounts to 6 days in an academic year). ✓ To liaise with targeted support and other agencies around the attendance of their year group.
Attendance Team	<ul style="list-style-type: none"> ✓ Regular and prompt recording of attendance. ✓ Early contact with parents when a student fails to attend school without providing a good reason. ✓ Students with attendance below 97%, whether absences are authorised or not, will be closely monitored. ✓ All students' attendance is monitored daily, and every week data from the electronic register is analysed. ✓ To implement the 'traffic light' banding system when monitoring attendance every week. ✓ Statistical evidence for the whole Academy and for individual classes is analysed every week and shared with staff. ✓ The Assistant Head teacher, EWO's and Heads of House review students' attendance weekly.
Students	<ul style="list-style-type: none"> ✓ Attend school every day. ✓ Be punctual to all lessons and be appropriately prepared for the day. ✓ Inform their tutor of any problem or reason that is known in advance that may prevent them from coming to school. ✓ Follow the correct procedure of informing a member of staff if they need to leave the school grounds for any reason during the school day. Students must not leave the school site without permission.

Parents	<ul style="list-style-type: none"> ✓ Provide the Academy with up to date home and emergency contact details. ✓ Ensure their child attends school every day, as is their legal duty as parents/carers. ✓ Contact the Academy on the first and each subsequent day of absence, unless a definite date of return is known. Parents/carers should offer reasons for the absence but whether or not the absence is marked as authorised is a decision that can only be made by the Academy. ✓ Ensure their child arrives on time and well prepared for the school day. ✓ Contact the Academy in confidence whenever any problems occur that may affect their child’s attendance or performance in school.
The Governing Body	<ul style="list-style-type: none"> ✓ The Governing Board is responsible for monitoring attendance figures for the whole Academy on at least a termly basis. It also holds the Head teacher to account for the implementation of this policy.
The Head teacher	<ul style="list-style-type: none"> ✓ The Head teacher is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring Academy level absence data and reporting it to governors. The Head teacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

9. Monitoring Arrangements

This policy will be reviewed annually by the Head teacher / SLT. At every review, the policy will be shared with the governing board.

10. Links with Other Policies

This policy links to our Child Protection and Safeguarding Policy and Equality Policy.