



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

Noel- Baker Academy

Attendance Policy

2023/24

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 and severe absence;**
- **Ensuring every student has access to a knowledge rich 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. Noel- Baker Academy have very strict guidelines on authorised absences which are detailed within this document. Only in very exceptional circumstances would we authorise absence which continues to be at the discretion of the Head teacher. The Academy will rigorously monitor attendance ensuring a quick and early intervention if attendance falls to an unacceptable level.

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, Suspended 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:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2007 \(and 2013 amendments\)](#)

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:

	Year 7-10 Lead and Empower	Year 7-10 Achieve and Drive	Year 11
08:15	Breakfast Clubs (optional)		
08:30	Morning Roll Call		
08:40	NBA Reads		
09:00	Lesson 1		
09:55	Lesson 2		
10:50	Break		
11:10	Lesson 3		
12:05	Lunch	Lesson 4	Lunch
12:45	Lesson 4		Lesson 4
13:05		Lunch	
13:45	INFORM		
14:10	Lesson 5		
15:05	Co-Curricular Activities (end of compulsory lessons)		Lesson 6
15:50	End of Co-Curricular		End of compulsory lessons
16:00	End of C2 Detention		

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') which will have a negative effect on the student's attendance record.

PM registers will be taken at the start of period 4.

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

3.3. Lateness to School:

- Students must be punctual to school. They 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 (see 3.1 School Day Timings).
- Students enter the building with their class teacher, at designated points, and make their way to their first 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 Officer and issued with a 'late gate' detention. The student will be signed in and sent to their lesson.
- As a result of being late to school, students will be issued with a same day detention after school.
- If a student arrives to school between 8.30am and 9.00am they will receive a 30 minute detention the same day.
- If a student arrives to school after 9.00am they will receive a 1 hour detention the same day.
- If a student arrives to school between 8.30am and 9.00am and arrives late to any other lesson during the day they will receive a 1 hour detention the same day.
- Students will be brought down to the school canteen by their P5 teacher where the late gate detention will take place.
- Failure to attend the 1-hour detention, will result in a full day in internal exclusion (IEX) 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 Fixed 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 or has not provided the teacher with a pink slip, the Teacher will record in the behaviour section on Go4Schools 'Late to lesson without reason'. The student will attend a 30 minute late detention that same day in the canteen. They will be escorted there by their P5 subject teacher.
- Failure to attend the 30 minute detention, will result in a full day in internal exclusion the following day.

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**). We require the call to be made on the day of absence and not the night before. 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. We would expect your child to arrive to school if they have a minor cough, cold or if they are feeling sick. It is important for your child to always come to school, receive their morning AM mark and, if needed, be monitored by the First Aid Staff on duty who will decide if the child needs to be collected by parent/ carer if the child's condition deteriorates. That way, your child will receive an excellent attendance record to enable them to access the curriculum every day.

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 and the parent/ carer hasn't been in contact, the Education Welfare Officer (EWO) will follow up by telephoning the home to find out the reasons for the absence that day. They may also follow up with a Home Visit the same day or, in some cases contact the police.
- 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. We may also contact the police.
- 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 daily using an attendance tracker and the MIS system. Every student's attendance is tracked by the Education Welfare Officers and designated SLT member who leads on Attendance.
- Students' attendance is monitored against an 'Attendance Risk Register' which clearly sets out the tiers for escalating procedures for poor attenders/persistent absentees/severe 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- UPDATE

All legal covid-19 restrictions have now been lifted, including the legal requirement to self-isolate when infected. However, self-isolation is still strongly advised. Therefore, any student with a positive covid-19 test result will be advised to try to stay at home and avoid contact with other people for **three days**, which is when they are most infectious. Where your child remains ill (sickness, high temperature, continuous cough) after this time, they should remain at home until well enough to attend but if they are well they must return after three days.

Parents/ Carers of Students who are self-isolating 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**).

Face coverings

The government now states that face coverings are no longer advised for students. No student should be denied education on the grounds that they are, or are not, wearing a face covering. If your child wishes to continue to wear a face covering, they should be able to do so.

Ventilation

Good ventilation can help reduce the risk of spreading coronavirus, so we are still focussing on having good ventilation in classrooms and around the school.

Remote education

If a student is not attending due to circumstances related to a positive coronavirus (COVID-19) test, 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. 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. Students are only expected to isolate for a maximum of three days as stated by current government guidance

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	Authorised
E	Excluded but no alternative provision made	
H	Holiday authorised by the school	
I	Illness (not medical or dental appointments).	
M	Medical or dental appointments	
R	Religious observance	
S	Study leave- see below note.	
T	Gypsy, Roma and Traveller absence	Unauthorised absence
G	Holiday not authorised by the school or in excess of the period determined by the Head teacher	
N	Reason for absence not yet provided	
O	Absent from school without authorisation	
U	Arrived in school after registration closed	
Y	Unable to attend due to exceptional circumstances e.g. extremely hot weather/ snow days.	Not counted as a possible attendance
Z	Student not on admission register	
#	Planned whole or partial school closure	in the School Census

Study Leave: To ensure that students are fully prepared for their GCSE exams, we require students to remain in school during the exam period. Students, therefore, leave school on the very last exam day. They may be exceptional circumstances where a student is required to remain at home during the exam period but this is a bespoke arrangement and is at the discretion of the Head teacher.

3.6. Medical Evidence:

- All medical evidence must be sent to the attendance office on A floor Green/ Yellow for LEAD/ EMPOWER house of A floor Red/ Blue for ACHIEVE and DRIVE house.
- 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. <https://www.noelbakeracademy.co.uk/leave-of-absence/> **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 and termly reports.
- 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 to school, 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 letters.
- 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.
- If a child has been absent for a lengthy period, parents/ carers will be invited into the academy to discuss their child returning to full time education. Depending on the circumstance, the child may need to access a reduced timetable or phased return. This will support them to access a full time education more reasonably and effectively.

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 an authorised absence. Where the day is exclusively set apart for religious observance by the religious body to which the student'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 Student Off Roll:

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

- The student 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 student 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 student themselves. (Elective Home Education)
- The student has ceased to attend our Academy and no longer lives within a reasonable distance of Academy.
- In the case of a student granted leave of absence exceeding 10 days for the purpose of a holiday, the student 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 student 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 student is, to include letters, home visits and telephone calls.
- The student 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 student 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. Please see the "response by the academy when a child is absent from Noel- Baker Academy."
- The student had died.

- The student 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 students 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 student has been permanently excluded and the exclusion has been upheld by governors.
- The student attends a special school and the Council gives consent for his/her name to be removed.

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

Traveller students 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 student is attending educational provision.

4.3. Children Missing in Education:

Where a student 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 student 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 student 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 student'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 student, or the child is receiving education at a hospital Academy.

4.5. Children in Public Care:

Mrs Clare Pedlar (Assistant Head teacher) is the coordinator and designated teacher who liaises with the LA Children Looked after Team. The Virtual Academy will be contacted each day whether the student is attending or is absent. Attendance will also be reported as part of the PEP which are reviewed regularly.

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 student 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. Student 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 Head teacher. 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 social 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. Role and Responsibilities

All stakeholders play a vital role in ensuring students are attending school regularly and on time. All the roles and responsibilities of key stakeholders in ensuring students attend Noel- Baker Academy are shown on page 16.

Stakeholder	Role and Responsibility
Academy Administration/ Office Staff Incl. Reception	Administration Staff are obliged to: <ul style="list-style-type: none"> ✓ Support the Attendance Team in recording all absence details received on a day- to- day basis and log it on Go4Schools. ✓ Transfer all relevant attendance calls from parents to the Attendance team or Head of House in order to provide them with more detailed support on attendance
Form Tutors	Form Tutors are obliged to: <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	Heads of Houses are obliged to: <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 monitor and oversee attendance through caseloads provided by EWO's weekly. ✓ To liaise with targeted support and other agencies around the attendance of their year group.

Students	<p>Students are obliged to:</p> <ul style="list-style-type: none"> ✓ Attend school every day. ✓ Be punctual to school and all lessons during the day. ✓ Be appropriately prepared for the day. ✓ Inform their form 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.
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Parents	<p>Parents are obliged to:</p> <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 by 8.30am, 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.
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Attendance Team	<p>The Attendance Team are obliged to:</p> <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 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. ✓ Record all absence details received on a day-to-day basis and log it on the academy MIS system ✓ Transfer calls from parents to the Head of Houses in order to provide them with more detailed support on attendance <p>The Education Welfare Officers for attendance are Mrs. Zoe Mills (Achieve and Drive Houses) and Miss Libby Parker (LEAD and Empower Houses). They can be contacted on 01332 572026 or via email attendance@noelbakeracademy.co.uk</p>
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Designated SLT responsible for attendance (AHT)	<p>The Designated Senior Leader for Attendance is obliged to:</p> <ul style="list-style-type: none"> ✓ Leading attendance across the academy. ✓ Offering a clear vision for attendance improvement. ✓ Evaluating and monitoring expectations and processes. ✓ Having an oversight of data analysis. ✓ Devising specific strategies to address areas of poor attendance identified through data. ✓ Arranging calls and meetings with parents to discuss attendance issues. ✓ Delivering targeted intervention and support to students and families. The designated Senior Leader responsible for attendance is Mrs. Clare Pedlar and can be contacted on 01332 572026 Ext. 2007 or via email clarepedlar@noelbakeracademy.co.uk
Academy Governing Body (AGB's) Link Governor	<p>The Governing Body is obliged to:</p> <ul style="list-style-type: none"> ✓ Promoting the importance of good attendance across the academy's policies and through its ethos. ✓ Making sure academy leaders fulfil expectations and statutory duties. ✓ Regularly reviewing and challenging attendance data. ✓ Making sure staff receive adequate training on attendance. ✓ Holding the Head teacher to account for the implementation of this policy. The student attendance governor is the link between the governing body and Noel- Baker Academy in relation to attendance. The link governor will meet with the SLT responsible for Attendance on a termly basis to monitor and support the attendance of all students at Noel- Baker Academy.
The Head teacher	<p>The Head teacher is obliged to:</p> <ul style="list-style-type: none"> ✓ Implementation of this policy at the academy. ✓ Monitoring and using absence data and reporting it to governors. ✓ Supporting staff with monitoring the attendance of individual students. ✓ Monitoring the impact of any implemented attendance strategies. ✓ Authorising the Local Authority issuing of fixed-penalty notices where necessary.
Trustees	<p>The Trustees are obliged to:</p> <ul style="list-style-type: none"> ✓ Ensuring that there is a Trust wide strategy to improve attendance
The Local Authority	<p>The Local Authority is obliged to:</p> <ul style="list-style-type: none"> ✓ Provide a strategic approach to improving attendance and ensure that it is a key focus of all frontline services ✓ Provide access to the School Support Team ✓ Enable opportunities to share effective practice ✓ Work with academies to issue legal interventions

8. Policy Review

- This policy will be reviewed as new guidance is updated from the DfE, and as a minimum once per year by the 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.

9. Links with Other Policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Equality Policy
- Behaviour Policy
- Medical Conditions Policy
- Mental Health and Wellbeing Policy

Formal letters- communicating with parents

Letter	Rationale	Action
1	Sent to parents/ carers when a student's attendance record is declining.	Student's attendance is closely monitored. Student is placed on attendance report for 10 days.
2	Sent to parents/ carers when a student's attendance record has not improved after having received letter 1.	Parent/ Carer invited to attend a School Attendance Panel meeting with Senior Leader responsible for Attendance and Education Welfare Officer to address declining level of attendance. Parent/ Carer may need to sign an Attendance contract. Student will be placed on attendance report for further 10 days.
3	Sent to parents/ carers when a student's attendance record has still not improved after having been supported by the Attendance Team to improve student's attendance.	Impending Legal Action as contract has been broken. Student remains on attendance report.
PA	Sent to parents/ carers when a student is close to becoming a PA. Attendance team supporting parent to promote good attendance for the new academic year.	Student's attendance is closely monitored.

Punctuality	Sent to parents/ carers when a student is regularly late to school and lessons.	Student's punctuality is closely monitored. Student is placed on punctuality report for 10 days.
Unauthorised holiday	Sent to parents/ carers when Noel-Baker Academy has been made aware that a student is absent due to an unauthorised holiday.	All un-authorised absences are reported to the Education Welfare Service who may issue a Penalty Notice. Fines apply per parent per child. Payment is £120 if paid within 28 Days – reduced to £60 if paid within 21 Days. If not paid the matter will be placed before the Court.

Letter 1

Date

«Parental_addressee»
«HouseNumber»«Apartment»«HouseName» «Street»
«Town»
«Postcode»

Dear «Parental_addressee»

Re: «Forename» «Surname»

Form «Reg»

D.O.B «DOB»

I am writing to express my concern about «Forename»'s attendance at Noel- Baker Academy as they have been absent for a number of sessions resulting in a declining attendance record. Please find enclosed a copy of «Forename»'s registration certificate for your reference.

As a result of these concerns, «Forename» will be placed on an attendance report, reporting every day to their Head of House. «Forename»'s attendance will also be closely monitored by their Head of House for the next **10 school days**, during which time, the school will only authorise absences if medical evidence is provided. If «Forename»'s attendance shows little or no improvement after the 10 day monitoring period, you will be formally invited to attend an Attendance Meeting at school with our Senior Leadership Team (SLT) in order to discuss and address the situation.

If you feel your child has ongoing/ unresolved medical or health and wellbeing issues you are advised to approach your doctor urgently and to inform us so we can further support at school. If there are other difficulties affecting your own ability to ensure that «Forename» attends school regularly, we may be able to offer an Early Help Assessment (EHA) to support «Forename» to achieve good attendance. Good attendance means that your child is able to achieve academically, further their education and succeed in the world of work. Absence disrupts the education of the individual pupil and the whole class. **Children who do not attend regularly do not achieve well in exams, find it difficult to maintain friendships, miss out on social events and are more likely to become involved in crime.**

I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, Parents/ Carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.

I hope that we can work together to ensure «Forename» achieves their full potential at the Academy. Should you require any further help or information you can contact one of the Education Welfare Officers on 01332 572026.

Yours Sincerely,

Miss L Parker
Education Welfare Officer
Noel-Baker Academy

Miss Z Mills
Education Welfare Officer
Noel-Baker Academy

Letter 2

Date

«Parental_addressee»
«HouseNumber» «Street»
«Town»
«Postcode»

Dear «Parental_addressee»

Re: «Forename» «Surname» Form «Reg» D.O.B «DOB»

Further to our previous letter, I am very concerned to see that «Forename» has failed to achieve an improvement in their attendance. As a result of these concerns and in order to discuss and address the situation, I would like to invite you to attend a School Attendance Panel Meeting with the Senior Leadership Team to be held at Noel- Baker Academy on:

DATE

Failure to provide an acceptable explanation for the absences during this meeting may result in a Penalty Notice Warning letter or an application to the Local Authority for consideration of your case to be pursued through the Magistrates Court for failing to ensure «Forename»'s regular attendance.

If the above appointment is not convenient, please kindly contact me on 01332 572026 to make an alternative arrangement. However, if you fail to attend the meeting and do not call to rearrange, then the meeting will go ahead in your absence and a decision will be made on the next course of action.

Please note, you, as parent, are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly and failing to do this could result in prosecution where is found guilty in court you could be; fined up to £2,000, given a community Order or receive up to a 3 month prison sentence. The court may also issue you with a parenting order.

I look forward to seeing you at the meeting when we can work together to ensure «Forename» achieves their full potential at the Academy.

Yours sincerely

Miss L Parker
Education Welfare Officer
Noel- Baker Academy

Miss Z Mills
Education Welfare Officer
Noel- Baker Academy

Letter 3

Date

«Parental_addressee»
«HouseNumber» «Street»
«Town»
«Postcode»

Dear «Parental_addressee»

Re: «Forename» «Surname» Form «Reg» D.O.B. «DOB»

Impending Legal Action

I am extremely concerned that, despite having been fully supported by the Attendance Team and having been issued with previous warnings, «Forename»'s attendance is only %. Noel- Baker Academy expects all students to have an attendance level of at least 97%. Full time school attendance is a legal requirement unless there is a significant reason preventing your child from attending school. Non-school attendance impacts on your child's educational and social progress and, in some circumstances, children who fail to attend school also place themselves at risk. Maintaining regular contact with school to monitor their progress is essential.

The Education Act, 1996 states: "It shall be the duty of the parent of every child of compulsory school age to cause him/her to receive efficient full time education suitable to his/her age, ability and aptitude, and to any special educational need(s) he/she may have, either by regular attendance at school or otherwise."

"If any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly thereat, the parent of the child shall be guilty of an offence against this section.

If the reasons given for your child's irregular school attendance are not satisfactory, then the Education Welfare Service may take legal proceedings against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to **£120** fine
- Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to **£1000**
- Prosecution under s444 (l) (a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks imprisonment.**

Ultimately, with no improvement in attendance and no satisfactory justification, I am duty bound to refer your case to the Education Welfare Service.

Yours Sincerely,

Miss L Parker
Education Welfare Officer
Noel-Baker Academy

Miss Z Mills
Education Welfare Officer
Noel-Baker Academy

PA Letter

Date

«Parental_addressee»
«HouseNumber» «Street»
«Town»
«Postcode»

Dear «Parental_addressee»

Re: «Forename» «Surname» Form «Reg» D.O.B. «DOB»

I am writing to you as there were some concerns regarding your child's school attendance during the last Academic year. **«Forename»'s attendance was _____%.** Should this continue into the new academic year, your child will be identified as a Persistent Absentee (PA). This attendance figure does not take account of whether the absences were authorised by the Academy. Authorised absences are absences due to unforeseen circumstances, such as illness. The Academy have chosen, in instances where there is a high level of absence, to unauthorise all absences unless proof has been provided, such as a note from the GP, or evidence of an appointment that could not be arranged outside of school hours. Without this evidence, absences remain unauthorised.

A student whose attendance is consistently below 90% will be classed as a Persistently Absent (PA) child as defined by the Government Guidelines, regardless of whether or not any of it is authorised.

I am legally obliged to inform you of the following:

If the reasons given for your child's irregular school attendance are not satisfactory, then the Local Authority may take legal proceedings against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to **£120** fine (per parent)
- Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to **£1000** □
Prosecution under s444 (l)(a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks imprisonment.**

I am sure that you will agree good attendance at the Academy is important for **«Forename»** academic, social and emotional progress. I am aware that it has been a particularly difficult time for many pupils and families because of the pandemic and this may have had an impact upon **«Forename»** attendance- but I hope that you use the new year in September as a fresh start. If you are concerned that your child's attendance may place them in 'PA' status due to an ongoing issue or health concern, please do not hesitate to contact the Academy or myself to discuss this. Should you like more information about school attendance and persistent absence you can visit the DfE website at www.education.gov.uk. We will be monitoring your child's attendance in the new academic year until there is sustained improvement.

Yours sincerely

Miss L Parker
Education Welfare Officer
Noel- Baker Academy

Miss Z Mills
Education Welfare Officer
Noel- Baker Academy

Punctuality Letter

Date

«Parental_addressee»
«HouseNumber» «Street»
«Town»
«Postcode»

Dear «Parental_addressee»

Re: «Forename» «Surname» Form «Reg» D.O.B

I am writing to express my concern about «Forename»'s poor punctuality at Noel- Baker Academy since the start of the academic year. As a result of these concerns, «Forename» will be placed on a punctuality report, reporting every day to their Head of House and closely monitored for the next **10 school days**, during which time, the school will only authorise late absences if medical evidence is provided. If «Forename»'s punctuality shows little or no improvement after the 5 day monitoring period, you will be formally invited to attend a Punctuality and Attendance Meeting at school with our Senior Leadership Team (SLT) in order to discuss and address the situation.

If you feel your child has ongoing/ unresolved medical or health and wellbeing issues you are advised to approach your doctor urgently and to inform us so we can further support at school. If there are other difficulties affecting your own ability to ensure that «Forename» attends school regularly, we may be able to offer an Early Help Assessment (EHA) to support «Forename» to achieve good punctuality and attendance. Good punctuality and attendance means that your child is able to achieve academically, further their education and succeed in the world of work.

Lateness to school and lessons disrupts the education of the individual pupil and the whole class which can lead to your child feeling embarrassed in front of their peers, missing the start of vital lessons, missing important instructions for the rest of the school day and learning bad habits which could affect their employability in the future.

I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, Parents/ Carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.

I hope that we can work together to ensure «Forename» achieves their full potential at the Academy. Should you require any further help or information you can contact one of the Education Welfare Officers on 01332 572026.

Yours sincerely

Miss L Parker
Education Welfare Officer
Noel- Baker Academy

Miss Z Mills
Education Welfare Officer
Noel- Baker Academy

Unauthorised Holiday letter

Date

«Parental_addressee»
«HouseNumber»«Apartment»«HouseName» «Street»
«Town»
«Postcode»

Dear «Parental_addressee»

Re: «Forename» «Surname» Form «Reg» D.O.B «DOB»

Period of unauthorised absence: Start Date to End Date

We have been informed that «Forename» was absent from school on the above dates due to a family holiday.

Noel- Baker Academy does not authorise family holidays during term time and we have no record of a request for a leave of absence being submitted.

In accordance with the School Attendance policy this absence will be recorded as unauthorised as it does not meet the criteria for '*exceptional circumstances*'.

All un-authorised absences are reported to the Education Welfare Service who may issue a Penalty Notice.

- Fines apply per parent per child
- Payment is £120 if paid within 28 Days – reduced to £60 if paid within 21 Days
- If not paid the matter will be placed before the Court.

If you wish to discuss this further, please contact the Attendance Team within 7 days.

Yours sincerely

Miss L Parker
Education Welfare Officer
Noel-Baker Academy

Mrs Z Mills
Education Welfare Officer
Noel-Baker Academy

Child Missing In Education

Noel- Baker Academy is extremely concerned about any child missing education (CME), not only in the way that it impacts on their potential achievement, but also in relation to their safety and welfare.

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

'Children Missing Education' (CME) are:

- Those children who become missing from education and their whereabouts are unknown, those not registered at a school and are not receiving a suitable education otherwise (i.e. Elective Home Education or alternative provision), children on part-time timetables or those who cease to attend the school where they are a registered pupil.

These children can be at significant risk of underachieving, being victims of harm, exploitation or radicalisation and in later life becoming NEET (not in education, employment or training).

Pupil is on roll but not attending Noel- Baker Academy

Our Education Welfare Officers will attempt to make contact with parents/ carers on the first day of absence where there is no explanation. We will then follow our usual attendance procedures.

Days 0-10

We will continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits and liaising with professionals who may be involved.

Whereabouts confirmed to be known but not attending Noel- Baker Academy or engaging.

Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.

Child and family meet the threshold for Early Help. We will make a referral to Multi Agency Team evidencing what action has been taken.

Absence meets the threshold for enforcement action.

Child stays on roll

Referral is made to: **Children Missing Education Officer (CME) (form 50)** no later than day 10 when there is no explanation for absence and above checks have been completed.

Noel- Baker Academy WILL NOT remove a pupil from roll until CME has completed initial checks and confirmed that they can be removed.

Our 'missing' children can be vulnerable- at Noel- Baker Academy we are committed to ensuring that all pupils who are missing from our academy are located without delay.



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