

Scalby School
(A school within Coast and Vale Learning Trust)



School Policy
Attendance Policy

Approver: Headteacher
Review Cycle: Annual

Revision History			
Date	Version	Short Description of Changes	Approved by:
January 2025	V1.0	New Policy	Headteacher

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1.ATTENDANCE

- We work in partnership with parents/carers
- We have inclusive principles
- We work in an atmosphere of mutual respect and consideration

In our academy there is the right to:

- Learn in an encouraging environment
- Feel safe and cared for in the academy
- Achieve the best qualifications possible
- Enjoy time in the academy
- Know that any adult in the academy can be approached for help, advice or guidance

For students to gain the greatest benefit from their education it is vital that they accept our minimum expectations which are:

- Attend the academy regularly
- Be punctual: arriving to the academy and lessons on time
- Have the correct equipment and attitude to learning

2. WHY REGULAR ATTENDANCE IS IMPORTANT

Any absence affects the pattern of a child's education and multiple absences will seriously affect their learning. Any student's absence disrupts teaching and learning routines, so may affect the learning of others in the same class.

Ensuring regular attendance is a parent's/carer's legal responsibility and permitting absence from the academy without good reason creates an offence in law and may result in prosecution.

3. PROMOTING REGULAR ATTENDANCE

Helping to create a pattern of regular attendance is the responsibility of parents/carers, students and all members of staff. All staff have a clear understanding of the links between behaviour, attendance and student progress and attainment.

To help us all focus on this we will:

- Report to parents/carers regularly on attendance and punctuality
- Celebrate and reward good attendance in several ways
- Work and meet with parents/carers to raise attendance levels across the academy
- Support and guide parents/carers with any issues which have a negative impact on attendance
- Share attendance information with parents/carers via the MyChildAtSchool App

4.UNDERSTANDING TYPES OF ABSENCE

Every half day absence from the academy must be classified by the academy (not by parents/carers), as either authorised or unauthorised. Therefore, information about the cause of any absence is always required, by telephoning the academy on the first day of absence. Please note that the academy does have an answer machine service so that messages can be left out of academy hours.

Authorised absences are mornings or afternoons away from the academy for a reason such as illness or medical and dental appointments which unavoidably fall in academy time. Any other unavoidable causes are authorised at the discretion of the academy in line with government legislation. However, wherever possible appointments should be made out of academy hours or towards the end of the academy day to prevent loss of learning. The academy can and does request medical evidence to support such appointments or absence if they occur on a frequent basis and will not authorise absence without it.

Illness of over 2 days may not be authorised without medical evidence.

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Unauthorised absences are those which the academy does not consider reasonable and for which no “leave” has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes: (Please note this list is not exhaustive)

- Parents/Carers keeping children from attending the academy without good reason
- Truancy before or during the academy day
- Absences which have never been properly explained
- Students who arrive in the academy too late to get a mark
- Shopping, birthdays, hair appointments or looking after other children or family member
- Day trips and holidays in term time
- Not having the correct school uniform
- Visits from relatives

If your child is reluctant to attend the academy or is having any problems which cause irregular attendance then this should be discussed between the academy, the parents/carers, and the child. We do request that parents/carers do not keep their child off with minor ailments such as a headache or slight cold. If there are any concerns about your child’s attendance, please contact our attendance team or your child’s Head of Year who will help.

5.PERSISTENT ABSENCE (PA)

According to the Department for Education, “a pupil enrolment is identified as persistently absent if 10% or more of possible sessions are missed, and severely absent if more than 50% of possible sessions are missed.” (Pupil absence in schools in England 2022-23). Therefore, in line with UK Law, students at Scalby School with attendance of 90% or less are classed as persistent absentees (PA). A student becomes a ‘persistent absentee’ (PA) when they miss 10% or more of their attendance across the academic year for whatever reason. Absence at this level is doing considerable damage to their educational prospects. As an academy we need parents/carers support and co-operation to tackle this. Absence is monitored thoroughly. If any case that is seen to have reached the PA mark or is at risk of moving towards PA, conversations will be held with the student and their Head of Year and or form tutor to work together to increase attendance.

6. ABSENCE PROCEDURES

If your child is absent, you must:

- Contact the academy by 9:00 am on the first day of absence and any subsequent days they are absent. This can be either by:
 - o Telephone **01723 362301** option 1 (voicemail facility available)
 - o Email to absence@sc.coastandvale.academy or by
 - o Text to 07860 022949

If your child is absent and we have not received a reason we will telephone or text on the first day of absence, we may also make a home visit.

For safeguarding reasons, we operate a 2-day visual policy during absences from Scalby School. After this timescale, a student must be visually seen by a member of Scalby School staff. Home visits may also be conducted on day 3 of absence, if contact has been made daily by a parent/ guardian. Home visits may be more frequent, at the discretion of the Head of the School and the safeguarding team. For safeguarding reasons, it may be necessary to request Police welfare home visits and / or social care support.

7. FORMAL ATTENDANCE MONITORING / LEGAL INTERVENTION

Section 7 Education Act 1996 outlines the duty of which parents must secure education for children of a compulsory school age. If a pupil fails to attend school regularly the parent could be found guilty of an offence under **Section 444 1/1A Education Act 1996**.

Formal attendance monitoring/ legal intervention may be considered appropriate in the following circumstances:

- Long term persistent absence
- Overt truancy (including pupils caught on truancy sweeps).

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- Parentally condoned absences.
- Unauthorised leave of absence in term-time.
- Unexplained absence i.e. no reason given for absence.
- Persistent late arrival at school (after the register has closed).
- Excluded pupil present in a public place during the school hours of the school where the pupil is on roll.

To ensure compliance with the North Yorkshire School Attendance Monitoring procedures:

- An initial warning letter will be issued. Within this, students will be given a 10-day period to show improvement of their attendance.
- This will be followed by a 10-day panel meeting to review attendance during this period.
- This will be followed by a 20-day panel meeting to review attendance during this period.

If there has been no further improvement, following the 20-day monitoring period then this will be referred to the local authority where a Police And Criminal Evidence Act (1984) Formal Caution interview will be conducted by the Local Authority. This will then be at the discretion of the Local Authority to consider issuing:

- Case Review
- Notice to Improve / Fixed Penalty
- an Education Supervision Order
- Prosecution in the Magistrates Court under Section 444 1/1A Education Act 1996.

The first Penalty Notice issued to a parent in respect of a particular child will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second Penalty Notice issued to the same parent in respect of the same child will be charged a flat rate of £160 if paid within 28 days.

A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first Penalty Notice.

In a case where the national threshold is met for the third time (or subsequent times) alternative action should be taken instead. This will often include considering Prosecution but may include other tools such as one of the other Attendance Legal Interventions.

8. TELEPHONE NUMBERS

There are times when we need to contact parents/carers about a range of matters, for example if your child is unwell or we need to make contact if your child has an unexplained absence, so we need to always have your up-to-date contact numbers.

Please note no student is sent home unwell without contacting a parent or carer. We expect all students to be collected by an adult when they are unwell.

9. CONCERN WITH ATTENDANCE

If we have a concern regarding your child's attendance, we may: -

- Contact via telephone
- Send out a letter/email
- Make a home visit
- Meet weekly with your child to support their attendance

If attendance continues to decline, we will send you a letter to identify our initial concerns your child will also enter a 10-day monitoring period where students are required to have 100% attendance during this time. Failure to improve attendance will result in an invitation into the academy to complete an Attendance Support Plan. This will be monitored over an additional 20-day period by our

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attendance team. If your child's attendance does not significantly improve, you will be invited to attend a **Police and Criminal Evidence Act (1984)** Formal Caution interview with the Local Authority for statutory intervention. Invitation to such could mean a panel decision, no further action taken, a notice to improve, review meeting, educational supervision order or **Prosecution Education Act 1996 S444 (1,1A)**.

10. LATENESS

Poor punctuality is not acceptable. If a student misses the start of the day, they can miss work and vital information and news for the day. Students who arrive late also disrupt the learning in lessons.

How we manage lateness:

- The academy day starts at 8.25am. We expect all students to be in by 8.20am, to be in class on time.
- If a pupil arrives at the academy after 8.25am they **MUST** sign in at the main reception where a behavioural consequence will be issued to the student.

At 8.50am the registers will be closed. In accordance with the regulations, if a student arrives after this time, they may receive a mark that shows them to be on site, but this will not count as a present mark and will mean they have an unauthorised absence, this code is a U. This may mean that you could be issued with an Education Penalty Notice if the problem persists.

11. HOLIDAYS IN TERM TIME

Due to recent changes in Government guidelines, schools are not able to authorise holidays in term-time.

If a holiday is taken in term time, it will be recorded as an unauthorised absence and it may result in a Fixed Penalty Notice, under **Section 444 of the Education Act 1996**. This will result in a fine.

The first Penalty Notice issued to a parent in respect of a particular child will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second Penalty Notice issued to the same parent in respect of the same child will be charged a flat rate of £160 if paid within 28 days.

A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first Penalty Notice.

In a case where the national threshold is met for the third time (or subsequent times) alternative action should be taken instead. This will often include considering Prosecution but may include other tools such as one of the other Attendance Legal Interventions.

However, under exceptional circumstances you can apply directly to the Headteacher for "leave of absence" although the Government guidance states "Headteachers would not be expected to class any term time holiday as exceptional".

Parents or carers considering taking a student out of school during term-time need to follow the procedure below:

AN APPLICATION FOR STUDENT LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME IS ATTACHED TO THE BOTTOM OF THIS POLICY

This form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least 4 weeks before the first date of the period of leave being requested. Parents/carers must obtain the school's permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only

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be authorised by the school in exceptional circumstances. Each application is considered individually by the school. The following are examples

of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis.

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term-time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a student on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

- All holidays will be classed as unauthorised, unless you receive confirmation in writing from the academy that the holiday has been authorised. All holidays that are unauthorised will be referred to the Local Authority to issue a Fixed Penalty Notice
- The first Penalty Notice issued to a parent in respect of a particular child will be charged at £160 if paid within 28 days, this will be reduced to £80 if paid within 21 days.
- A second Penalty Notice issued to the same parent in respect of the same child will be charged a flat rate of £160 if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first Penalty Notice.
- In a case where the national threshold is met for the third time (or subsequent times) alternative action should be taken instead. This will often include considering Prosecution but may include other tools such as one of the other Attendance Legal Interventions.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

12. ACADEMY TARGETS

The academy aims to improve attendance and reduce persistent absence, and you have a vital part to play in meeting these targets.

Whilst we strive for every student to achieve 100% attendance, the minimum level of attendance for this academy is 97% and we will keep you updated regularly about how your child's attendance compares to this target.

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13. OUR ATTENDANCE TEAM

The Attendance Team consists of the following staff:

Headteacher	Mr C Robertson
Attendance officers:	Mrs P Williamson & Miss J Lewis
Improving Attendance Lead:	Mr R Davis & Mrs E Choat
Year 7 Learning Manager	Mrs D Langmead
Year 8 Learning Manager	Mrs K Roberts
Year 9 Learning Manager	Mrs H Scott / Mrs A Colley
Year 10 Learning Manager	Mrs H Wallace
Year 11 Learning Manager	Mrs D Day
Designated Safeguarding Officer	Mrs T Bielby

14. SUMMARY

The academy has a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend.

All academy staff are committed to working with parents/carers and students as the best way to ensure as high level of attendance as possible.

Scalby School

Application for absence for holidays in term time or leave of absence

We cannot authorise any term time holidays unless there are exceptional circumstances. Please see our website for full details on our Attendance Policy.

Applications should be made as far in advance of the holiday as possible and you should speak to the academy before you book.

Please note that North Yorkshire Local Authority fine for any holidays that consist of 5 or more days, in any 10- week period.

Child's First name	Child's Surname	Year Group	DOB
1. _____	_____	_____	/ /
2. _____	_____	_____	/ /
3. _____	_____	_____	/ /
4. _____	_____	_____	/ /
First Date of Leave		Last Date of Leave	

Reason for taking a holiday in term- time/leave of absence		
Would they miss any examinations?	Yes / No	
Is his/her attendance already below 90% or a previously agreed individual target?	Yes / No	
Would they be absent for more than five school days?	Yes / No	
Have they already had leave during term-time this school year?	Yes / No	
Did (s)he have leave of absence during term-time in the previous school year?	Yes / No	

From January 2024 both parents may receive a penalty notice per child

Parent NameSignedParent / Carer *Must have parental responsibility or day to day care for named child/ren

Date of application/...../.....

If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority. Please see attendance policy for details of penalty notices.