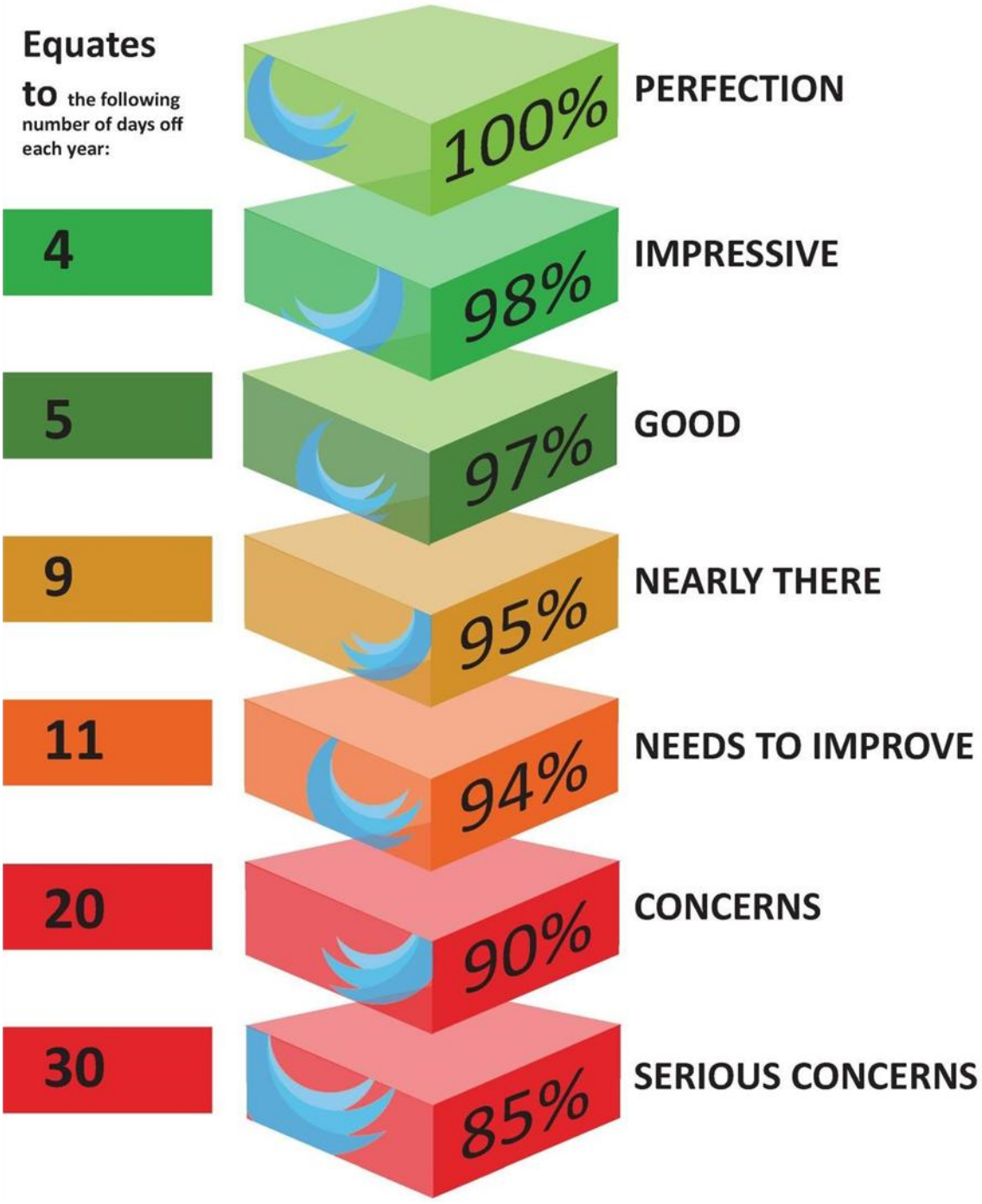
Queens Church of England Academy Attendance Policy

March 2025

Published date: September 2025	**Next review deadline:** **October 2026**	**Statutory**	**Executive Headteacher:** Hannah Carvell **Head of School** Daniel Chadwick **Attendance Lead:** Michelle Withey **Attendance Clerk:** Samantha Derrick

Associated documents:
Links to:
• Safeguarding Policy • Behaviour Policy • E-safety Policy • Anti-Peer on Peer Abuse Policy • SEND Policy • Pupil Premium Policy • Supporting Pupils with Medical Conditions Policy • Working Together to Improve School Attendance (August 2024)

How Good is Your Child's Attendance?



Statement of Intent

We are committed to providing education of the highest quality to our pupils and recognise the clear link between attendance, punctuality and the progress of our pupils. The aim of this policy is therefore to encourage the highest possible levels of attendance and punctuality for individuals, groups and the pupil body as a whole. To achieve this, all members of our academy community have an important contribution to make.

We aim to:

1. ensure every pupil is safeguarded and their right to education is protected.
2. promote a culture across our academy which identifies the importance of regular attendance and punctuality.
3. make attendance and punctuality a priority for all those associated with our academy including pupils, parents, teachers, support staff and governors.
4. further develop positive and consistent communication between home and our academy.
5. set targets to improve individual pupil and whole academy attendance levels.
6. work with external agencies in order to address barriers to attendance and overcome them.

We support parents to perform their legal duty to ensure their children who, are of compulsory school age attend regularly and in addition, to promote and support punctuality in attending lessons.

We are committed to taking positive action in the light of the Equality Act 2010 regarding the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership.

We recognise that not all children, particularly the most vulnerable, are able to achieve 100% attendance. They and the class will not be penalised with their weekly %. attendance Each pupil is supported and encouraged to achieve their highest possible individual attendance.

Our relentless approach to ensuring our pupils attend our academy and receive the education that they deserve and are, indeed entitled to, is central to our values.

Our Attendance Target at Queens Church of England Academy is:

97%

e.g. Our Attendance Target is 97% which means a child can have 3 days absent.

Legal Framework

This policy meets the requirements of the Working Together to Improve School Attendance Statutory Guidance August 2024 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 school 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
- Working Together to Improve School Attendance (August 2024)

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

Scope of Policy

This policy applies to all academy leaders, academy staff and academy pupils.

For the purposes of this policy, the reference to '**Teacher'** includes all paid staff responsible for the supervision of pupils.

For the purposes of this policy, the reference to '**pupils'** includes all learners in our academies.

For the purposes of this policy, the reference to the '**parent'** of a pupil includes:

- both of their biological parents, whether they are married or not.
- any person who, although they are not the biological parent, has parental responsibility for the pupil as defined in the Children Act 1989. **You will be required to provide evidence of this in the form of a legal document/certificate.**
- We are aware that in some cases, the Local Authority may also share Parental Responsibility.

1. Responsibilities

All children aged 5-16 years old must receive suitable education. (Section 7, Education Act 1996) A pupil of compulsory school age who is registered at an academy must by law attend regularly.

Our attendance policy is also built on our duty to safeguard our pupils. and the

In law, parents have the prime responsibility for ensuring that pupils of compulsory school age attend regularly. (Section 576, Education Act 1996). Failure to ensure that your child receives a suitable education could be considered as neglectful. The following states:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer's failing to:

- *provide adequate food, clothing, and shelter (including exclusion from home or abandonment)*
- *protect a child from physical and emotional harm or danger*
- *ensure adequate supervision (including the use of inadequate caregivers)*
- *ensure access to appropriate medical care or treatment*
- *provide suitable education*

The Local Authority (LA) must offer educational provision for all children of school age.

By law, all academies (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

By law, all academies must keep an admissions' register, the contents of which includes all pupils, their personal details, (including **telephone numbers for different safe adults**, to ensure that we can always contact someone in the event of an emergency) the date of admission (or re-admission), information regarding parents and details of the school last attended.

Pupils will be removed from roll only when they complete their education stage, transfer to another school or academy, move out of the area or emigrate or following a parental request for Elective Home Education. We follow statutory guidance for removing pupils from roll and notifying the local authority.

There is a clear link between attendance, punctuality and the progress of our pupils. The Education Act 1996, Section 444(1) states: ***If a pupil of compulsory academy age who is a registered pupil at an academy fails to attend regularly at the academy, his parent is guilty of an offence.*** We therefore enforce the use of statutory action to encourage and promote attendance. This is done to encourage pupil attendance and to ensure that all pupils are able to benefit from their legal right to receive an education.

Attendance and punctuality is everyone's responsibility. This includes Parents/Carers, Teachers and Pupils. However, there are key personnel who oversee our school's attendance. These are:

Attendance Lead		Michelle Withey
Contact Details	Email	school.office@queens.covmat.org
	Telephone	024 7638 2906
Attendance Clerk		Samantha Derrick
Contact Details	Email	school.office@queens.covmat.org
	Telephone	024 7638 2906

2. Definitions

A pupil is defined as absent if they arrive after the register has closed or if they do not attend school for any reason. Below are two main types of absences that you need to be aware of although there are other codes that we use.

Authorised Absence – An authorised absence is when approval has been given in advance for a pupil of compulsory academy age to be absent for a specific purpose, or we have accepted an explanation offered as justification for an absence from a parent or carer. This may include:

- an absence for an illness for which we have granted leave.
- medical or dental appointments which unavoidably falls during the academy day for which we have granted leave. This will be upon the receipt of appropriate medical evidence being provided to Queens Church of England Academy. Please see our section on what we will accept as medical evidence.
- religious or cultural observances for which we have granted leave. The day must be exclusively set apart for religious observance by the religious body to which the parents or pupil belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance. Queens Church of England Academy will notify parents/carers of the number of days that leave will be granted.
- an absence due to a family emergency.

Unauthorised Absence - An unauthorised absence is defined as one where we are not satisfied with the reasons given for the absence. Reasons may include:

- parents keeping children from attending unnecessarily or without reason.
- absences which have never been properly explained.
- arrival after the register has closed.
- day trips and holidays in term time which have not been agreed.
- leaving our academy without authorisation during the day.

3. Monitoring and Reviewing Attendance at Queens Church of England Academy

We set challenging Whole School attendance targets. The target for Queens Church of England Academy is **97% (which means up to 3 days absent)**. This is what we ask our children and their parents/carers to work towards.

Every child's attendance, absence and punctuality are monitored daily and analysed weekly, 4-weekly and termly to measure progress and discuss next steps. This is undertaken by Mrs Withey who is the Attendance Lead in conjunction with members of our Senior Leadership Team and Administrator Clerk, Mrs Derrick.

Class Teachers are also responsible for their class's attendance and punctuality. They will talk with their class about the importance of coming to school and of punctuality as a Life Skill requirement. Your child's class teacher may also approach you to discuss their concerns about your child's

attendance and punctuality. The aim of this is to explore ways that we can support you and your child with this issue.

Class Teachers have termly Teacher Consultation meetings with our Attendance Lead – Mrs Withey to discuss individual pupils and what support may be available for your child. Every class has an Attendance Ladder (Appendix 4) in their room which sets out our expectations for attendance.

Parents/Carers are informed of their child's attendance record during at several points throughout an academic year. These are during Parent's Evenings, at the end of a school term and at the end of the academic year. The latter attendance report will also include a letter with an attendance target that your child must work towards in the next academic year.

We recognise that some pupils may find parts of the school day more challenging than others due to their individual and personal circumstances. Where this is the case, please do come and speak with us as support is available.

Data from our registers is also fed into and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average and share this with our local academy committee members.

Attendance data also helps us with our academy development and action planning as well as future revisions of this policy.
To assist with this, we look for patterns and trends in the areas below.

- patterns of absence
- patterns of lateness
- patterns of medical appointments
- correct and consistent use of absence codes
- trends in reasons for absence for example, use of the C code, leave of absence and exclusions.
- trends in particular groups (SEN, PP, vulnerable, ethnic groups, gender, year groups, children with a social worker)
- the use of and impact of funding to support improving attendance of specific groups of pupils.

4. Reviewing this Policy

This policy is reviewed every three years or in the following circumstances:

- Changes in legislation and / or government guidance.
- As a result of any other significant change or event.
- If the policy is determined not to be effective.

5. The Attendance Register

We are required by law to keep an Attendance register. We are required to use the national absence and attendance codes to enable academies to record and monitor attendance and absence in a consistent way which complies with the regulations.

The codes are also used for collecting statistics through the Census. The data helps academies, Local Authorities and the Government to gain a greater understanding of the level of, and the reasons for absence. Please see the DfE school attendance guide for attendance codes at www.gov.uk.

There should be no pre-population of codes and individual academy tracking systems which monitor the whereabouts of pupils educated off-site must be robust and quality assured regularly.

Where pupils are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be updated following regular discussion and information sharing with the other establishment.

The attendance register is taken twice a day - at the start of the first session of each academy day and at the start of the afternoon session. Essentially, you can expect to see 2 marks per day during a school term.

There are specific codes that we are required to use. Below are a few that you could typically see on an Attendance register for your child.

- Present mark: / or \ to represent morning and afternoon
- Attending an approved off-site educational activity: B mark
- Unable to attend due to exceptional circumstances: C mark

6. The Academy Day

Start Time: 8.45am
Closing Time: 3.15pm
Break Time: 10.15 – 10.30am
Lunch Time: 12.10 – 1.00pm

School gates are opened at 8.35am to allow pupils to come onto site.

The Academy Day starts at 8:45am. All pupils need to be in their classroom. At 8.45am the school bell will sound, and the school's external gates will be locked to ensure the safety of our children.

If your child arrives after this bell, they will need to make their way to the school Office where they will receive a mark. Your child in this instance will receive a late mark - L. This will be recorded on your child's attendance register.

L marks are also monitored and if deemed to be persistent, you will be invited to discuss this with our Attendance Lead, Mrs Withey.

Morning registration is between **8:45am and 9:15am** after which time, the register closes.

If a pupil arrives after the register closes, a U mark will be recorded on their attendance register. This tells us that your child is on site but arrived after registration and is unauthorised. As such, this will affect your child's overall % attendance.

The Academy Day finishes at **3.15pm.** At 3.15pm the school bell will sound, and the children will be dismissed. Please arrive on time to collect your child.

If your child travels to/from school by themselves, please notify us.

7. What do I do if I need to collect my child earlier in the school day?

Children are required to complete the whole academy day (8.45am – 3.15pm).

Where there are exceptions to this i.e. health appointments that cannot take place outside of the school day, parents/carers will need to inform the school of your intention before 9.00am so that we can notify the class teacher and the senior leadership team.

Authorisation from the Headteacher/Head of School or another member of the Senior Leadership Team must be given before we can allow your child to leave the school site.

When you arrive, you will need to come to the school office to sign your child out. You may also be asked for information as to why you are collecting your child earlier.

8. What happens if my Child is being educated Off-Site Provision?

Pupils educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the pupil and their parents to take action to support the pupil to maintain good attendance.

9. When Your Child is Absent from School

It is the responsibility of the parent to inform us of a pupil absence and any changes to contact details.

There are several ways that you can communicate with us:

- Speak to the school office in person.
- Make a telephone call to the school office. You can also leave a voicemail message giving your child's name and class as reference.
- Speak to the class teacher in person.
- Speak to the Attendance Lead in person or make a telephone call and ask to speak to them.
- Leave a message on Class Dojo.

Parents are expected to inform us of their pupil's absence before **9.00am** on each day of absence, providing the reason for the absence and when their pupil will be returning to our academy.

We will contact parents and/or other listed emergency contacts where no contact with the school has been made. Where required, we may conduct reasonable enquiries with friends or neighbours and other external agencies who are involved with the family.

We may also carry out safe and welfare home visits or request a safe and welfare check from the police/Local Authority or other designated person.

If your child has been absent for **3 consecutive days,** you will be contacted by the Attendance Lead or other designated person to discuss how your child is and their expected date of return. The Attendance Lead may also contact you before these 3 consecutive days if there is a repeated concern.

In the case of an illness which lasts for more than **5 days** or where there are concerns regarding a pupil's well-being and attendance, parents may be required to provide medical evidence to enable us to authorise the absence. Where medical evidence is not provided, the absence may be recorded as unauthorised. It may also be necessary to undertake a home visit to ensure that all is well and if the family need any support. These decisions can only be made by the Senior Leadership Team in conjunction with the Attendance Lead and Attendance Clerk.

Parents are encouraged to refer to the NHS guidance "Is My Pupil Too Ill for School?" in order to make informed decisions about their pupil's fitness to attend school. This can be found on the NHS website - www.nhs.uk

Where it is appropriate, a member of staff may carry out a **'Return to Academy Interview'** (RTAI) to discuss the absence and to offer any support. Following three separate periods of absence the RTAI

will be carried out by a senior member of staff such as the Executive Headteacher, Head of School or an Assistant Head Teacher.

10. Authorised Absences

Illnesses - There will be times when your child may be absent from school for legitimate reasons. This might be if your child is unwell, or your child has a health appointment for example. In these circumstances, we may authorise those absences. Any authorisation of absence through illness is done so at the discretion of the Headteacher or member of staff delegated to carry out this task.

If your child has been absent for **3 consecutive days,** you will be contacted by the Attendance Lead or other designated person to discuss how your child is and their expected date of return.

If your child has been absent for more than **5 days** or where there are concerns regarding a pupil's well-being and attendance, parents may be required to provide medical evidence to enable us to authorise the absence. Where medical evidence is not provided, the absence may be recorded as unauthorised. It may also be necessary to undertake a home visit to ensure that all is well.

Queens Church of England Academy has a responsibility to monitor the number of days a pupil has missed due to illness. Should a pupil be absent due to illness and, the number of days (whether consecutive or cumulative) is approaching 15 days or 30 sessions, the parent/carer may be invited to a meeting with the Attendance Lead. The purpose of the meeting will be to discuss their child's health and any support that the child or family may need including any reasonable adjustments that would help their child to reintegrate back into school.

Absences for illness will be recorded with an I code on your child's attendance register.

Health Appointments/Medical Evidence – As far as possible, medical and dental appointments should be made outside of the academy day. Where this is not possible, a letter and/or appointment card should be sent to us as **medical evidence** prior to the appointment so that we can record this accurately on our register. The letter or appointment card must show the name of the organisation clearly. If it does not, Queens Church of England Academy reserves the right not to accept this information as medical evidence and may ask you for other documentation.

Once the pupil has attended their medical appointment, they must return to school wherever possible. You will need to bring your child to the school office to sign them back onto site.

Absences for medical appointments will be recorded with an M code on your child's attendance register.

Religious Observance – Parents must inform us in advance if absences are required for days of religious observance. We will authorise absences where a reasonable request is made in writing. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Absences for religious observance will be coded as R on your child's attendance register.

11. What Medical Evidence will Queens Church of England Academy accept?

Acceptable forms of medical evidence include:

- Medical card with the pupil's name and date of birth printed on it clearly with the surgery stamp.
- Letter from a professional such as hospital Consultant.
- Evidence of consultation with NHS 111.
- Medication prescribed by a Health professional.
- Copy of prescription
- Print screen of medical notes
- Letters with details of health appointments.

Telephone calls and handwritten notes will not be accepted as medical evidence.

Doctors or GP 'sick notes' are not required as you will be charged for these. We do not expect parents to request these from their GP surgeries.

If you are unsure of what Queens Church of England Academy will accept as medical evidence, please speak with us and we will advise you.

Long Term Illness/Medical Procedures - In some cases, a pupil may be absent long term due to an illness, injury or hospital procedure. In these circumstances, we will liaise with the families accordingly. This may include a request for medical evidence and/or a home visit from a designated member of staff to ensure that all is well and to discuss any support that may be needed whilst the pupil is absent from school. On occasions we may make a referral to the appropriate medical provider to arrange educational opportunities for pupils who are unable to attend the academy whilst they are recovering or make reasonable adjustments to assist any reintegration plans.

12. Unauthorised Absences

Where a pupil is absent from school and the reason given is unclear or we are not satisfied with the reason given, Queens Church of England Academy reserves the right not to authorise the absence.

In these circumstances, we may ask for further information from the parent/carer.

Absences that are unauthorised will be coded as O on your child's attendance register.

Where a child arrives to school after Registration has closed, they will receive a **U mark** which means that the pupil is on school site, but it is unauthorised.

13. Severe/Persistent Absence and Procedure

Every child's attendance, absence and punctuality are monitored daily and analysed weekly, 4-weekly and termly to measure progress and to discuss next steps. This is undertaken by Mrs Withey who is our Attendance Lead in conjunction with members of our Senior Leadership Team and Attendance Clerk, Mrs Derrick.

There are 2 categories of absence that become a cause for concern for Queens Church of England Academy. These are **Severe Absence and Persistent Absence**.

Severe Absence - Where your child's attendance is between **0-50%**, according to our register, this is categorised as Severe Absence.

Persistent Absence - Where your child's attendance is between **51- 90%** according to our register, this is categorised as Persistent Absence.

Where your child falls into these categories, there is a set procedure that we must follow.

Step 1: Parents/Carers will receive a letter 1 informing you that your child's attendance has become a cause for concern for us at Queens Church of England Academy. Parents/Carers are likely to receive a Letter 1 when your child's attendance is/or approaching 90%.

Your child's attendance will continue to be monitored.

Step 2 – If your child's attendance continues to fall, parents/carers will receive a Letter 2. Letter 2 will include an appointment to meet with the Attendance Lead, Mrs Withey to discuss your child's attendance in more detail.

Your child's attendance will continue to be monitored.

Step 3 – Following this meeting, you will receive Letter 2a. This letter will include the outcome of the conversation you had with the Attendance Lead and a Plan of Action. The Plan of Action will set out what you as the parent/carer and Queens Church of England Academy will do to improve your child's attendance. A target will also be set including dates that your child will attend school every day. During this meeting, you will be offered a range of services that might be of help to you and your family. All plans will be reviewed regularly.

Your child's attendance will continue to be monitored.

Step 4 – Should your child's attendance continue to be a concern, you will be invited to Queens Church of England Academy for a further meeting with the Attendance Lead plus, a member of the Senior Leadership Team. Further targets may be set during this meeting with a shorter time frame in which to meet these targets. It may also mean that we will need to liaise with external agencies including Warwickshire Attendance Service for advice. You will be notified of any further actions taken and the outcome.

14. Exceptional Circumstances

Traveller Pupils Travelling for Occupational Purposes

Traveller pupils travelling for occupational purposes covers Roma, English and Welsh Travellers, Irish and Scottish Travellers, Circus workers, 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 us, but it is not known whether the pupil is attending educational provision.

15. Leave of Absence

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).

- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head of School the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.

- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.

- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

16. Children Missing from Education (CME)

We have due regard to our statutory duty to safeguard pupils from CME. We follow the Local Authority's processes for reporting pupils missing from education.

The DfE guide can be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

If a pupil fails to return following a period of absence, investigations will be made by staff to their whereabouts. If our investigations fail to make contact with the parents/pupil the case will be referred to the Local Authority Children Missing Education (CME) Team within 10 days.

17. What Support Can Queens Church of England Academy Offer Families to Support Attendance?

We understand that sometimes a child's absence from school can be an indicator that there are issues happening within the family or wider community. Queens Church of England Academy have access to a range of information, support and services that children/parents/carers may find useful. Some examples are below:

- Pupil Conversations with our Attendance Lead/Pastoral Mentor, Mrs Withey. Here, pupils can talk about any worries they may have and be given some strategies to help. We may also seek advice and information from the Mental Health in Schools service, RISE or Guy's Gift for example.

  NB - If a conversation with a pupil indicates a serious safeguarding concern, we will follow our safeguarding procedures as set out in our Safeguarding and Child Protection Policy.

- Parent/Carer Conversations with Mrs Withey to talk about their concerns for their child's attendance, punctuality and well-being.
- Seeking advice and support from Family Information Services (FIS).
- Initiate a multiagency Early Help Assessment (EHA).
- Emotionally Based School Avoidance (EBSA) package.
- Create a personalised, realistic and achievable action plan for pupils where reasonable adjustments could be made based on their individual circumstances.
- **Keeping in Touch Days -** We understand that after a long break away from school, some children will struggle emotionally to return. Therefore, on the lead up to children returning to school, Mrs Withey will check in with parents and where appropriate, will speak to the child.

NB - Staff also have access to a wide range of training opportunities to build on our existing skills and knowledge to help our children and their families. If what you need is not on the above list, please do come and speak with us.

As well as seeking support from Queens Church of England Academy, there are some things that parents/carers can also do to help their child.

- Ensure pupils attend regularly and on time. Queens Church of England Academy's attendance target is 97%. Please see the section on **The School Day**.
- Ensure that all medical appointments are taken after the academy day where possible and provide medical evidence when asked.
- Contact us each day that your child is absent from school. Please see the section of ways that you can notify us.
- Requests of Leave for Absence to be put in writing and the relevant form completed at least 2 weeks in advance of an absence unless circumstances prevent otherwise. Please be aware that leave of absence in term time will only be granted in exceptional circumstances.
- Speak with us if you are concerned about any matters regarding your child's attendance and punctuality.
- Attend meetings with Staff.
- Adhere to Action Plans.
- Ensure that your child has a good routine at home especially mealtimes and bedtimes and times to do their homework.

Pupils

- Go to bed on time.
- Get up on time.
- Get to school on time.
- Attend school.
- If you are late, go to the school office.
- Meet or beat your attendance target.
- If you are worried, talk to a trusted adult in school. They are wearing a **burgundy lanyard** with their photo on it and the **Diocese of Coventry Multi-Academy Trust** written on it.
- Mrs Withey has her drop-in sessions for you to talk with her. Please come to her office.

Administrative Staff:

- Ensure messages are sent on the first day of absence, followed up by second day calling where required.
- Monitor absence of children in consultation with the Attendance Lead/Pastoral Mentor.
- Build on a culture of challenge when addressing persistent absence with parents.
- Record absences on our academy register using the accurate coding.
- Liaise with alternative provision settings to track the daily attendance of pupils educated off site.
- Generate any attendance/punctuality letters as required.
- Refer Leave in Term Time requests to the Headteacher.
- Follow any guidance from Warwickshire Attendance Service in regards to penalty notice
- Follow-up on any 'N' codes within the registers on a weekly basis.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Participate in training in relation to attendance as appropriate.

All Staff

- Understand that promoting pupil attendance is the responsibility of all staff as per the Government's Working Together to Improve Attendance August 2024 statutory guidance.
- Assist in ensuring attendance has a high profile within the academy.
- Build on a culture of challenge when addressing attendance/absence issues with parents/carers.
- Escalate concerns where required as per the Safeguarding policy.
- Participate in training in relation to attendance as appropriate.

Teachers:

- Understand that promoting pupil attendance is also your responsibility.
- Talk to your class about the importance of attendance and punctuality.
- Take the register.
- Encourage your class to talk to Mrs Withey if they have any worries.
- Talk with parents/carers about their child's attendance and punctuality.
- Attend Teacher Consultation meetings with the Attendance Lead.
- Provide information for any meetings involving a child in your class.
- Report any concerns that you may have regarding a pupil's attendance and/or punctuality.
- Report annual attendance figures for each pupil to parents.
- Discuss attendance concerns with parents at parents evening or other appropriate events.
- Participate in training in relation to attendance as appropriate.

Attendance Lead/Pastoral Mentor:

- Take the lead in ensuring attendance has a high profile within our academy.
- Monitor daily attendance and punctuality and, implement interventions as appropriate.
- Monitor the daily attendance and punctuality of children who are: CLA/CP/CIN/EH/PP/SEND and report to relevant professionals involved i.e. Social Worker/Family Support Workers/Team Managers.
- Contact pupils and their families prior to the start of a new school term to ensure all is well. This is exclusively for pupils who struggle with school life.
- Conduct Return to Academy Interviews where appropriate.
- Set annual targets in liaison with the Headteacher.
- Support all staff to monitor attendance and tackle attendance concerns effectively.
- Monitor pupils where there are concerns around attendance and punctuality, offering help and advice where required. This may include Action Plans or referrals to external agencies.
- Report to Senior Leadership Team regarding any attendance and punctuality issues.
- Provide attendance and punctuality data when required.
- Work alongside Warwickshire Attendance Service to tackle persistent absence.
- Attend safe and well home visits when required.
- Report and record any safeguarding concerns.
- Lead and attend training in relation to attendance issues.
- Update the Attendance
- Keep up to date with any legislative changes or changes that may affect our Attendance and Punctuality policies and procedures.

Senior Leadership Team:

- Understand that promoting pupil attendance is the responsibility of all staff.
- Ensure attendance has a high profile across our academy.
- Build on a culture of challenge when addressing persistent illness absences with parents.
- Attend safe and well home visits where required.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Liaise with Attendance Lead/Pastoral Mentor, DSLs, SENDCo and PP lead as appropriate to discuss attendance concerns for individual pupils.
- Participate in appropriate training in relation to attendance.
- Ensure there are designated staff with day-to-day responsibility for attendance matters.
- Ensure adequate, protected time is allocated to discharge these responsibilities.
- Take overall responsibility for ensuring our academy conforms to all statutory requirements in respect of attendance-deletion from academy roll is adhered to for example.

Headteacher:

- Ensure the attendance policy is implemented consistently across our academy.
- Ensure attendance has a high profile across our academy.
- Ensure that staff understand that promoting pupil attendance is the responsibility of all.
- Monitor academy Attendance and Punctuality data and report to the Academy Governance Committee (AGC).
- Support other staff in monitoring the attendance of individual pupils.
- Liaise with the Attendance Lead to ensure that the Attendance and Punctuality Policy and Procedure is kept up to date and has been adhered to.
- Make decisions on whether a case needs to be reported to any external agencies such as the Warwickshire Attendance Service when necessary.
- To respond to parents'/carers/ request for leave of absence during term time.

Academy Governance Committee/Assigned Attendance Governor:

- Review the implementation of the Attendance Policy in our academy.
- Discuss the targets for attendance with the Headteacher and review progress towards designated AGC meetings.
- Monitor attendance figures termly through documentation presented at AGC meetings.
- Ask questions about attendance trends and what is being done to challenge and prevent persistent poor absence of all groups of pupils.

18. Removing Pupils from Roll

Best practice processes:

For all of the processes below an exit interview would need to take place between parents and a member of SLT or the attendance team. Please view Appendix (5A)

Elective Home Education: The Statutory Notification and the EHE form (if different in the academy's LA) must be submitted on the day of receiving the de-registration letter from the parent with a copy of the letter. The pupil should be taken off roll from the day the academy receives the letter or in cases where the parent is giving advance notice of the date requested. Do not backdate it to an earlier date than receipt of the letter even if the parent requests this. The academy should confirm that the pupil

has been registered with the LA as EHE to ensure that they have assumed responsibility for the pupil. Do not just assume that because the academy has submitted the paperwork it has all gone through.

Pupil moves out of area - unreasonable distance to travel: Submit the Statutory Notification as soon as the academy finds this out (some LAs will not allow academies to do this so follow the local procedure if it is different). Continue to track destination and liaise with LA admissions team. They will advise the academy when a pupil may be removed from roll if it has been established that the pupil/family have left the last known address and their new location is known. They may allow the academy to backdate the leaving date if they or the academy receives confirmation of the pupil starting at another school or within the care of a different LA. The academy must have written confirmation from the LA to backdate the leaving date. If the academy does not receive this and the academy has no other confirmation of where the pupil is the academy must keep them on roll for 20 days.

Pupil emigrates: The academy must follow the procedure above for moving out of area but also need to have ascertained from the parent the forwarding address, details of destination school and moving date.

Pupil transfers to a new school: Confirm the pupil's start date at the new school and that the pupil has actually started there. Submit the Statutory Notification on the day the academy has it confirmed that the pupil started at their new school. The academy can take the pupil off roll from the confirmed start date or the last school day if it precedes it e.g. a Friday and they started on a Monday. If the start date is the first day of a school term the academy can back date the leaving date for the academy's pupil to the last day of the previous term. If the academy has to do detective work in the new term to find out why the pupil is 'absent' keep them on roll until the academy gets a confirmed start date at the new school.

If there is a gap between the leaving date the academy has been given by a parent and the start date for a pupil, the pupil should remain on the academy's roll, marked absent, until the transfer school confirms the pupil has started there. If after ten days, the pupil has still not started the academy should submit a CME form. In some LAs the academy has to complete a safeguarding referral/MAR after a pupil has been missing for ten days and cannot submit the statutory notification until after 20 days so follow the academy's local procedure.

CME forms are usually the same form now as the Statutory Notification form. The academy cannot remove a CME pupil from the academy's roll for a further ten days from the initial notification or safeguarding referral (so 20 days in total from the first day of absence) unless the LA confirms where the pupil has gone. Exit interviews will be conducted with the parents of any pupil who is leaving the school.

Pupil Exit Form

Your child(ren)'s name(s)	
When are you moving?	
Last date your child(ren) will attend the school	
Your new address	
If moving within UK:	
Are child(ren) in the Admissions process in the new LA, if yes, give details of a) LA b) schools applied for	a) b)
Name of new school (if within UK)	
If moving overseas:	
Name and address of possible/confirmed new school	
Contact details for new school e.g. phone no, email address, fax no.	
Flight details: a) Airline b) Date of travel c) Destination airport	a) b) c)
Person providing information:	
1. Name	
2. Mobile no.	
3. Email address	
4. Relationship to child	
5. Signature (of person providing information)	
Date	
Signature of Queens Staff Member	

Letter 1

<<salutation>>
<<address block>>

DATE

Dear

Re: <<forename>> <<surname>>

Please find attached a copy of <<forename>>'s registration certificate. <<forename>>'s attendance is currently <<percentage attendance>>% which is below the school target of 97%. I am sure that this is as much as a concern for you as it is for us.

There are of course, genuine reasons (such as illness), which can make attendance at school difficult. Unfortunately, missed lessons cannot be repeated and catching up on work is not as effective as the original learning experience. Children who have regular and/or prolonged absence from school or who arrive late on a regular basis will suffer in the long term from gaps in their learning.

The school will continue to monitor <<forename>>'s attendance and or punctuality over the next four weeks. If there has not been an improvement during this time, school will invite you to a meeting to discuss how we can work together to support <<forename>> in achieving an improvement.

I would urge you to encourage <<forename>> attends every day that they can and I would value your support in this matter. If you would like to discuss any concerns you may have regarding attendance, please do not hesitate to contact me.

If you require any further clarification regarding school attendance, please read our Attendance policy, which is available on the school's website.

Yours sincerely

Michelle Withey
Attendance Lead/Pastoral Mentor

Enc Registration Certificate

Letter 2
<<salutation>>
<<address block>>

DATE

Attendance Appointment

On:

At:

Dear

Re: <<forename>> <<surname>>

With reference to the letter dated (INSERT DATE). I have reviewed <<forename>>'s attendance and or punctuality and as you will see from the enclosed Registration Certificate there has not been a sustained improvement in <<his/her>>'s attendance which is currently <<percentage attendance>> %

As you know in order for <<forename>> to reach their full potential, <<he/she> must have high attendance and good punctuality at school.

I would therefore like to meet with you to discuss <<forename>>'s attendance and/or punctuality, this meeting is an opportunity for us to support <<forename>> to achieve improved attendance. If the suggested date is not convenient a mutually agreeable appointment will be arranged, please contact the office upon receipt of this letter to confirm or change your appointment time and date.

Failure to attend this meeting may result in your child being placed on a School Attendance Target.

It is the Headteacher's decision to authorise absence any absence based on information provided by parents. I must inform you that if a School Target is issued. School will require medical evidence to support absence due to illness. Medical appointment cards/letters, GP appointment cars stamped or signed by surgery staff and copies or proof of a prescription (medicine/tablets/label/container) showing the date prescribed are examples of evidence that can be accepted by school.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise (section 444 of the Education Act 1996)

If you require any further clarification regarding school attendance, please read our Attendance policy, which is available on the school's website.

Yours sincerely

Hannah Carvell
Headteacher

Michelle Withey
Attendance Lead/Pastoral Mentor

Enc Registration Certificate

LETTER 2a

<<salutation>>
<<address block>>

DATE

Dear

Re: <<forename>> <<surname>>

Thank you for attending the meeting on DATE. I hope that you found this helpful.

Please find below a summary of our discussion and Plan of Action moving forward.

During the next 20 term-time days, your child's attendance and punctuality will continue to be monitored. It is expected that they will attend school every day during this period. Following this 20-day period, you will be contacted to either attend a further meeting or to confirm that we are satisfied with the progress that your child has made with their attendance and punctuality.

As a gentle reminder, Queens Church of England Academy's attendance target is **97%**.

We recognise that there are times when <<forename>> may be absent from school due to serious illness. In such instances, please refer to our Attendance and Punctuality policy on how to report an absence. Please be aware that you may be asked for medical evidence before we will authorise your child's absence. Any absence without medical evidence will be unauthorised.

Failure for <<forename>> to meet this target will result in a discussion with Warwickshire Attendance Service for advice on how we proceed.

If you require any further clarification regarding school attendance, please read our Attendance and Punctuality policy, which is available on the school's website.

Yours sincerely

Hannah Carvell
Head Teacher

Michelle Withey
Attendance Lead/Pastoral Mentor

Enc Registration Certificate

LETTER 3

<<salutation>>
<<address block>>

DATE

Dear

Re: <<forename>> <<surname>>

With reference to our previous letter dated (INSERT DATE), we invited you to attend a meeting with myself and Mrs Withey to discuss <<forename>>'s attendance on

Date:
At:

As you failed to attend this meeting, in your absence a School Attendance Target for <<forename>> was put in place.

Target - 100% attendance
Period - 20 school days (40 sessions)

We recognise that there are times when <<forename>> may be absent from school due to serious illness and we ask that you contact a member of staff in the school office to make us aware of this.

Any absence without medical evidence will be unauthorised.

Failure for <<forename>> to meet this target will result in a referral to Warwickshire Attendance Service, which may lead to prosecution or a fine.

If you require any further clarification regarding school attendance, please read our Attendance policy, which is available on the school's website.

Yours sincerely

Hannah Carvell
Head Teacher

Michelle Withey
Attendance Lead/Pastoral Mentor

Enc Registration Certificate

LETTER 4 – Punctuality Letter

<<salutation>>
<<address block>>

DATE

Dear

Re: <<forename>> <<surname>>

I hope that this letter finds you well. Please find enclosed a copy of your child's attendance certificate for your perusal. As you can see, there are several boxes that have been marked with an 'L'. This is to show you how many times your child has been late to school. Unfortunately, the number of 'L' marks accumulated has now become a cause for concern for us.

Being on time for school is very important. It helps our children to develop a culture of being:

Ready, Safe, Respect

Ready: Being ready to learn.

Safe: All children need to feel safe in class. When children arrive late, it unsettles the others.

Respect: The academy day starts at 8.45 a.m. Gates are opened at 8.35 a.m. to allow children plenty of time to see their friends, to unpack their bag and for learning to start. By arriving on time teaches the children about respect for themselves and respect for each other.

Moving forward, your child's punctuality will continue to be monitored and reviewed by the Attendance Lead – Mrs Withey.

We do of course, understand that things happen and that, for example, it can be difficult to motivate children to get up in the morning. If you are struggling, please do ask to speak to someone at school as we may be able to help you.

Yours sincerely

Mrs M Withey

Attendance Lead/Pastoral Mentor/Deputy Designated Safeguarding Lead