

ATTENDANCE POLICY

Version	Date
Last review	January 2021
Date of next review	September 2021

1. Introduction

Our students should always aim for 100% attendance.

To achieve their best, students must be on time and in school on a school day unless there is a valid reason.

- Be on time for registration
- Go straight to lessons and be punctual

Arriving late with no reason will be investigated by our Educational Welfare Officer (EWO). Persistent unexplained lateness will lead to school-based sanctions being implemented.

2. Rationale

Excellent attendance leads to excellent progress and achievements. There is a direct link between attendance and attainment at all stages of school, but especially at KS4. The Department for Education (DfE) published a report in 2016 on the link between absence and attainment in KS3 and KS4. Key findings of the report show that pupils with no absence are 2.2 times more likely to achieve 5+ GCSEs at grade 5 or above and 2.8 times more likely to achieve 5+ GCSEs at grade 5 to above in English and Maths than pupils missing 15-20% of their lessons. Schools minister Nick Gibb quoted “missing school for even a day can mean that a child is less likely to achieve good grades, which can have a damaging effect on their life chances”. Attendance patterns and habits are often established during the early years of a child’s education, so the promotion of the expectation of an ‘outstanding level of attendance’ needs to be addressed long before the start of KS4. Nationally, approximately five million school days are missed each year because of family holidays in term time, which is 10.1% of overall absence in schools. This high level is the reason for the current legislation to be in place.

3. Aims

At Airedale Academy we aim to;

1. To raise overall attendance so it is at least in line with the national average
2. To reduce the ‘in-school’ attendance gap between boys and girls
3. To reduce the attendance gap for disadvantaged students when compared to the national average and compared to non-disadvantaged peers
4. To improve the attendance of those students with an EHC plan so it is at least in line with national average
5. To reduce the overall percentage of Airedale Academy students so it is no higher than the national average.
6. To reduce the ‘in-school’ gap for PA between boys and girls
7. To reduce the PA gap for disadvantaged students when compared to the national average

8. To reduce the percentage of unauthorised absences within school
9. To reduce the percentage of authorised absences
10. To increase the percentage of students achieving 100% attendance

4. Key Personnel

Mrs. S. Robinson	Attendance Officer
Mrs. S. Parker	Educational Welfare Officer (EWO)
Mr. J. Podlewski	Assistant Principal
Mr. L. Kilvington	Head of Year 7
Mrs. B. Jones	Head of Year 8
Miss. K. Eustace	Head of Year 9
Mrs. C. Parker	Head of Year 10
Miss. T. Heptinstall	Head of Year 11
Mr. M. Robinson	Director of Key Stage 3
Mrs. S. Dakin	Director of Key Stage 4
Mrs. L. Harrap	Director of Sixth Form

5. Roles and Responsibilities

Attendance Administrator

The Administrator will support the work of all of the professionals working in the attendance team. The Administrator will promote an ethos of outstanding attendance by:-

- Ensuring that data is provided frequently and in accordance with the attendance calendar.
- Sending text messages and making phone calls to parents and carers regarding absent and missing students on a daily basis. Priority will be given to students classed as 'vulnerable' which means those with an assigned social worker or those with an EHC Plan.
- Generating weekly attendance report for each tutor group
- Calculating weekly attendance percentages for each student in tutor groups
- Generating half-termly PA data.
- Generating lists of 100% attenders at the end of each half term
- Generating records detailing year on year trends for year groups
- Providing information relating to most improved attenders
- Providing information requested by form tutors
- Providing information requested by subject tutors/progress leaders/SLT Attending and contributing to the weekly attendance meeting
- Checking and informing form tutors, Progress Leaders and parents / carers about truancy
- Co-operating with Attendance Administrators in the MAT and all Pyramid schools.

Senior Leadership Team (SLT)

SLT will oversee the work of all those involved in attendance matters and make sure that communication between staff is clear, timetabled and up-to-date.

SLT will promote an ethos of outstanding attendance by:-

- Developing and evaluating the attendance section on the SDP in line with school priorities
- Following and updating the School Development Plan for attendance

- Working with the EWO to set targets for school attendance, in particular with respect to Disadvantaged students, boys and those with an EHC plan
- Providing leadership to the attendance team
- Promoting the concept of outstanding attendance across the MAT and all Pyramid schools
- Chairing fortnightly attendance meetings, providing an agenda and minutes.
- Keeping a record of all attendance meetings
- Ensuring whole school ideas and initiatives are fed back to the whole school
- Attending fast-track meetings or other attendance meetings as requested by EWO/Mentors
- Monitoring the work of the Assistant Progress Leaders, EWO, Progress Leaders and Form Tutors
- Liaising with the Attendance Hub to share best practice across the MAT
- Administering the attendance budget

As a whole school priority Attendance will be a regular item on the SLT agenda. The SLT will promote an ethos of outstanding attendance by:-

- Rewarding students who are highlighted via attendance mentors as making improvements to their attendance or achieving an outstanding level of attendance
- Reviewing requests made by the Attendance Team Co-ordinator and taking them forward to present to the Governors
- Attending key attendance meetings with parents/carers and outside agencies when requested to do so by the EWO or Progress Leader
- Monitoring the work of the Attendance Team Co-ordinator
- Supporting attendance by completing gate duties
- Informing the Attendance Team Co-ordinator of any new developments in the attendance field that have been brought up at out of school meetings
- Reporting to Governors and Trustees on attendance
- Sharing and analysing data and identifying priorities for intervention, giving priority in particular to, Disadvantaged students, boys and those students with an EHC plan
- Monitoring the work of the Attendance Team Co-ordinator
- Promoting the concept of outstanding attendance across the MAT and all Pyramid of schools

Education Welfare Officer (EWO)

The EWO's role is central to attendance matters in the Academy. The EWO's role is to promote regular school attendance and identify and help students and their families where this is not the case. The EWO will promote an ethos of outstanding attendance by:-

- Attending the weekly attendance meetings to provide leadership and professional guidance to the attendance team
- Meeting regularly with each of the school attendance team to agree strategies and monitor strategies of working with targeted individuals and sub groups, in particular for Disadvantaged students, boys and those students with an EHC plan
- Directing and supporting the work of the Progress Leaders in improving the attendance of individuals and sub groups, in particular Disadvantaged students, boys and those students with an EHC plan
- Intervening with individuals and sub groups of students to improve attendance, in particular Disadvantaged students, boys and those students with an EHC plan
- Promoting school attendance via assemblies, competitions, social media and parent's evenings

- Working with partner schools in the MAT and Pyramid to promote outstanding attendance across all phases of schooling
- Taking part in Academy network meetings to share good practice.
- Assisting and supporting the re-integration of students into school by helping them overcome perceived difficulties
- Carrying out home visits and making appropriate contact with parents and carers to assess circumstances that have led to the breakdown of attendance and implement strategies to bring about improved attendance
- Commenting on and contributing to the development of school attendance strategies
- Disseminating information to parents / carers about attendance matters
- Writing to parents regarding their child's attendance, issuing warning letters, or positive letters for improved/ outstanding attendance
- Setting up and chairing Fast-track meetings and completing any follow up work that may result in partnership with the Local Authority
- Issuing Fixed Penalty Notices (FPN) for non-attendance, failed fast track, term time holidays and students being seen in a public place whilst excluded
- Supporting mid-year school moves and transfer appeals
- Attending Common Assessment Framework meetings(CAF)
- Attending annual reviews where required
- Liaising with other services regarding specific needs of students e.g. Education Psychologist, Social Services, Police etc
- Assisting in tracing the whereabouts of children missing education (CME) and notifying the correct authorities as appropriate
- Liaising with the Local Authority regarding Elective Home Education.
- Supporting and advising vulnerable young people
- Attending LAC review meetings
- Investigating reports of illegal child employment/exploitation
- Referring to Social Care Direct when appropriate
- Attending and making reports to Child Protection Conferences and Child in Need meetings
- Conducting register checks and advising the attendance team about the data.
- Contacting and providing the required paperwork to the Education Welfare Service when court action is necessary. Attending and giving evidence in court for legal proceedings.

Governors

The Governors will promote an ethos of outstanding attendance by:-

- Having a nominated link Governor for Academy Attendance
- Being present at meetings which praise students who have either outstanding attendance or who have made improvements to their attendance
- Attending meetings with parents / carers and other outside agencies at the request of the EWO
- Analysing attendance data, in particular Disadvantaged students, boys and those students with an EHC plan
- Holding to account those members of staff charged with improving attendance.
- Promoting the concept of outstanding attendance across the MAT and at all Pyramid schools
- Authorising Permission to Prosecute requests.

Heads of Year

Progress Leaders will promote an ethos of outstanding attendance by:-

- Monitoring the attendance of students within their Year Group, being fully aware of trends in data, key groups, the range of strategies being used and the impacts of interventions
- Supporting students with basic attendance issues
- Mentoring a key group of students who have attendance issues, in particular, Disadvantaged students, boys and those with an EHC plan
- Meeting weekly with the EWO and Attendance team to discuss attendance data and agree on strategies
- Providing leadership to their tutor team on attendance matters.
- Ensuring that referrals to the EWO are made appropriately.
- Promoting outstanding attendance throughout their Year group via assemblies, trips, prizes, certificates and rewards.
- Ensuring that measures are in place to maintain attendance displays in tutor rooms
- Communicating with and meeting parents / carers regarding long term attendance issues alongside the EWO and Attendance Mentor.
- Attending fast-track, CAF meetings and PSP meetings as and when required.
- Monitoring attendance and its links to achievement in various subject areas
- Supporting the attendance team in ensuring good levels of punctuality to school
- Evaluating the impacts of strategies used to improve attendance
- Share best practice with Assistant Progress Leaders
- Sharing examples of good practice with other Progress Leaders

Form Tutors

Form Tutors will promote an ethos of outstanding attendance by:-

- Being at the tutor room before the students
- Taking the register within the first 10 minutes of form time
- Making tutor time a purposeful time – e.g. literacy, numeracy, project work or showing attendance PowerPoint and handing out RAB stamps for excellent attendance
- Challenging any unexplained absences from school or during the school day
- Encouraging regular attendance through the use of competitions and rewards
- Ensuring that all attendance displays are kept up to date
- Informing students of their current attendance percentage on a weekly basis and discussing issues around attendance and improving attendance where necessary.
- Informing parents and carers of attendance issues as they arise; discussing attendance with parents and carers during Parent Consultation evenings
- Ensuring students become responsible for their own attendance and link it to their attainment
- Being aware of links between subject areas, attainment and attendance
- Liaising with Progress Leaders /Attendance Mentor and EWO where appropriate
- Mentoring “targeted” group of students and recording and reporting the impacts of the mentoring, in particular disadvantaged students, boys and those students with an EHC plan.

Faculty Leaders

Faculty Leaders will promote an ethos of outstanding attendance by:-

- Ensuring good quality first teaching Carefully considering the setting of students within their subject area
- Regularly discussing attendance at lessons during departmental meetings

- Raising any attendance issues, in particular about Disadvantaged students, boys and those students with an EHC plan, with the Progress Leader

Subject Teachers

Subject Teachers will promote an ethos of outstanding attendance by:-

- Welcoming students at the door whenever possible
- Taking the electronic register at the start of a lesson and asking about anyone who is missing from their class. Also commenting on good class attendance where possible raising the alarm using an e-mail/phone call to the administrator if it is clear that a student may be truanting
- Having a well-prepared lesson with an engaging 'Do it Now' task, clear objectives, appropriate work and plenaries which allow students plenty of time for reviewing learning and generate a feeling of pride and success in the student
- Rewarding students appropriately
- Tackling lateness with a firm but sensitive manner and then taking the appropriate action
- Building up a good relationship with students and creating an environment where they feel safe and able to learn
- Analysing achievement and attendance figures and taking action on the results of those findings
- Raising any attendance issues, in particular about Disadvantaged students, boys and those students with an EHC plan, with their Subject Leader or Progress Leader.

Parents and Carers

Airedale Academy aims to work closely with parents and carers to ensure that the needs of all students are met. We are happy to provide support for parents and carers and will where needed involve the Education Welfare Service where cases of very poor attendance arise and where all of the available procedures in school have failed to result in an improvement.

Parents and carers will promote an ethos of outstanding attendance by:-

- Ensuring that their child attends school regularly and punctually
- Checking the school website/newsletters and other communications sent home to ensure they remain up-to-date with the current school policy
- Checking the school website/newsletters and other communications sent home to ensure they are aware of the Academy calendar
- Ensuring that if their child has to go home from school at any time during the school day, that they have arranged for an adult to come and collect their child.
- Contacting Academy on the first morning and all subsequent mornings when their child is absent
- Ensuring that holidays are not booked in term time. Airedale Academy does not authorise term time holiday, unless in very exceptional circumstances. When holidays in term time are taken, we would ask that parents / carers make all requests for leave, in writing, to the Attendance Office
- Where possible, making appointments such as dental and eye examinations out of normal learning hours.
- Working with the Academy to promote the importance of outstanding attendance.
- Getting in touch with the Academy as soon as they have any concerns about their child's attendance
- Ensuring the Academy always has up to date contact information, telephone number, address

Students

Students will strive to have outstanding attendance by:-

- Attending the Academy, on time, every day unless there is a genuine reason not to.
- Letting your Form Tutor, Progress Leader or Mentor (if appropriate) know if you are experiencing any difficulty which might cause you to be absent.
- Letting your Form Tutor, Progress Leader or Mentor know if you are being bullied or are unhappy.
- Being positive about your learning and getting involved fully in the lessons and enrichment activities on offer.
- Following our behaviour policy and so ensuring that you are not excluded from the Academy because this counts as an absence.

6. Protocols

If ill:

- Parents/carers to telephone school that morning (if possible by 9.00am)
- If this is not possible, bring a letter on return, or place a note in the student planner explaining the absence

If known beforehand that students are going to be away from school, please bring an appointment card or letter for the form tutor giving the reasons and dates.

Remember that the form tutor and the attendance team will investigate unexplained absences. This can lead to a student being placed on a persistent absence list, involvement with the EWO, £60 fixed penalty fines and ultimately parents/carers being sent to court and fined upwards of £120.

Since September 2013, regulations have been in place in relation to term-time holidays.

As a result of these regulations, the Principal can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** authorised and will be marked as unauthorised absence on the school register.

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 (as amended) which means you will be fined for your child's absence.

Note: Payment of a Penalty Notice, if paid within 21 days is £60, if you do not pay within 21 days the fine will be increased to £120 and you will then have a further 7 days to make this payment in full.

Non-payment of a Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under section 444 of the Education Act 1996.

Please note the following:

- Time out of school means a break in learning, affecting student achievement
- Attendance falls to 85% by taking a two week family holiday in term time
- Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to school in advance, as the DfE have told schools they cannot authorise any absences after they have been taken.

7. Rewards

The Academy will promote an ethos of outstanding attendance by providing a range of rewards which students can aim for including trips out of school, postcards and letters home to parents and

carers attendance certificates, rewards points, raffle prizes, stickers, badges etc. The most important reward is successful outcomes at KS3/4/5 leading to future prosperity and well-being.

8. Taking the register

Registers are legal documents –they may be used as evidence in court cases. For this reason, they are retained for a minimum of three years.

- The legal register is held on SIMS (Management Information System)
- Attendance is marked electronically in SIMS
- The register will be taken at the start of registration and of each lesson.
- Students have registration with their form tutor in the morning, once a day Registration starts at 8:30am and finishes at 8:55am
- All registers should be taken within the first 10 minutes of every lesson
- The school bell rings at 8:30am and students are expected to be in registration in order for the register to be taken
- On a daily basis each form tutor should ensure that the previous day's registers are checked and that any absences are queried. The form tutor should ensure that all absences from school are GENUINE before authorising. In most cases a note or a telephone message are appropriate
- Once the school has been officially notified of the reason for the absence, the appropriate registration code will be inserted by the school office
- The register must clearly differentiate between whether the absence is authorised or unauthorised by the school

9. Punctuality and Lateness

The School actively discourages late arrival by challenging it whenever it occurs

- Students should be on site by 8:25am, this allows sufficient time for students to arrive for their registration by 8:30am
- If a student is late, for example if they arrive at the school gate after 8:30am without a valid reason (either by letter or phone call) they will receive a Green Late slip (issued at the gate by SLT) and will receive a 20-minute detention after school that day in the Canteen. Parents and carers will be informed about the detention via a text message.
- Failure to attend the 20-minute detention will result in a 40-minute whole school detention the next day. Failure to attend the 40-minute detention will result in a 60-minute detention
- If a student is late to school during Registration (8:30-8:55am) they should go immediately to Student Welfare and receive a Green Late Slip and a 20-minute detention.
- If a student is late to school after Registration (8:55am) they should sign in at Student Reception.
- Form tutors should actively promote punctuality and remind students of the importance of being on time.
- Students who are late should NOT arrive at registration without a Green Late Slip, if they do, form tutors should direct all students to the Attendance Office in Student Welfare.
- The 'Late' will be recorded on our electronic management system SIMS and Behaviour Watch.
- Behaviour Watch will alert the relevant SLT member if students have been late more than 3 times in one week.

Students who are consistently late are disrupting not only their own education but also that of the other students. (On-going and repeated absent lates (U code) are unauthorised absences and may be subject to legal action). Parents and carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents and carers will be invited to attend the school and discuss the problem and

support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12-week period, the school may ask Wakefield EWS service to issue parents and carers with a fixed penalty notice.

10. Understanding Types of Absences

Authorised Absence

- Authorised absence is absence with permission from the Headteacher or other authorised representative of the school. This includes absences for which a satisfactory explanation has been provided, e.g. physical sickness or gastro-intestinal distress.
- Even when students are engaged in Approved Educational Activity off-site (B Code), they must not be marked as present, as good Health and Safety practice requires that the school needs to know who is on the premises in the case of a fire drill or real emergency
- The school may authorise absence in the following circumstances
 - Physical sickness or gastro-intestinal distress (excessive or extended absences will require medical evidence)
 - Injury or in-capitation
 - Medical Appointment (copy of appointment to be seen and copied)
 - Family bereavement
 - Conditions rendering attendance impossible or hazardous to a child's health and safety
 - Religious observance (limitations apply)
 - A travelling child's absence

Unauthorised Absence

- Unauthorised absence is absence without permission from the authorised representative of the School. This includes all unexplained or unjustified absences.
- The school will not authorise absence in the following circumstances
 - No explanation is offered by the parent/guardian
 - The explanation offered is unsatisfactory (e.g. headache, common cold or sore throat)
 - Leave of absence which are taken without the school's prior consent or knowledge and/or are in excess of the time agreed by the school.
 - Special occasions, such as birthdays
 - Minding siblings
 - Parent/guardian or sibling illness
 - Family holidays in term time
- The school is not obliged to authorise absences for repeated illness without supporting medical documentation

Safeguarding

- When parents and carers are unaware of such absences there may be significant danger to the young person's safety as it is likely that their whereabouts are unknown by a responsible adult
- Unfortunately, there may be occasions when truancy is condoned by parents and carers. If such collusion occurs it is the duty of the school to work with the pupil and family to change their attitudes

11. Persistent Absenteeism (PA)

- The Government has deemed that any student who has less than 90% attendance should be received as a Persistent Absence student.
- Student's attendance will be monitored by form tutors, progress leaders and the EWO.
- Student's as risks of becoming PA may be invited to attendance a Raising Attendance Plan (RAP) meeting to discuss attendance and any issues or concerns.

Absence - Truancy (internal)

- Students should not be allowed to leave a lesson unless they have a valid reason and a valid note.
- Subject teachers should inform (Attendance Officer) if they suspect a student is truanting from their lesson. The student's attendance will be checked and text message will be sent to parents / carers to let them know that their child is absent from school or lesson without permission.
- Truancy will be recorded on Behaviour Watch and the appropriate staff members will be made aware

Absence - Truancy (external)

- The school will work with the EWO (Education Welfare Officer), Attendance Mentor and the Neighbourhood Policing Team to ensure that incidences of truancy from school are identified and resolved.
- Parents and carers are invited into school to discuss truancy issues, this meeting will discuss the possibility of legal action being taken against the student and or family.

Absence due to Exclusions

Exclusions do count as an absence from school and as such will have a negative effect on a student's attendance. Students should be made aware that being excluded will affect their overall attendance percentage.

Temporary School Closures

If Airedale Academy has to close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately.

12. First Day Response

A child not arriving at school where the parents and carers have not informed the school is considered a safeguarding matter. This is why information about the reason for any absence is always required. In case of absence:

- On the first day and every day of absence, parents and carers are expected to contact the school, preferably by telephone before 8:30 am
- The parent reporting the absence should give the reason for the absence and the expected date of return
- If the date of the return is unknown, regular contact on a daily basis should be kept with the school; if the school receives no contact a member of the inclusion team will follow the procedure detailed in the Attendance and Registration Procedures (Appendix 1) which includes conducting home visits to check on the welfare of a child/ren

If a child is absent we will:

- Telephone parent / carer on the first day of absence, this continues every day whilst the child is absent – this is because we have a duty to ensure a child's safety as well as their regular school attendance
- An automated absence text will be sent by 9:30am each day to parents/carers of all pupils who have no marks from either registration or Period 1.
- Conduct a home visit on the third day of the absence
- Invite parents / carers in to discuss the situation with our EWO if the child's attendance is a concern

Monitoring and Protocols for dealing with Absences

- The EWO will monitor absences via electronic registers on a week to week basis
- The EWO will monitor irregular attendance of students for example consistent absences, regular patterns of illness and repeated illness.
- Previous year's attendance will be taken into account when actions are being considered.

13. Holiday request in term time

Annual holidays taken during term time will not be authorised. Holiday requests should be made in writing to the Education Welfare Officer who will assess each request individually, following, Trust Policy, National and Local guidance, and issue a response in writing. It is advisable to request holidays prior to booking, to avoid unaccepted fines. Parents and carers should endeavour to be honest when requesting holidays during term time.

14. External appointments within school hours

Please arrange all appointments outside of the school day where possible. If the appointment is unavoidable, the academy expects your child to attend before and after the appointment. Please provide us with evidence of the appointment. A full day's absence will not be authorised for a medical appointment. Any full day's absence will be marked as parentally condoned truancy.

15. Attendance and the law

Section 175 of the Education Act 2002 Places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Section 7 of The Education Act 1996 requires parents and carers to secure the education of their children of compulsory school age. The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

- a) to his/her age, ability and aptitude, and
- b) to any special educational needs, he/she may have, either by regular attendance at school or otherwise

Section 576 Education Act 1996 requires parents and carers to secure the education of their children of compulsory school age.

Legal measures for tackling persistent absence or lateness

The following legal measures may be used for students of compulsory school age who are registered at a school and are not attending regularly:

- Penalty Notices: The Anti-Social Behaviour Act 2003 Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996 Penalty Notices Wakefield Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12-school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.
- Penalty Notices can be issued when
 - a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has considered DfE guidance to inform its decision-making

- where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents and carers failure to attend/co-operate at a Raising Attendance Plan meeting
- Parents and carers will be alerted/warned by the attendance officer about the possibility of a penalty notice being requested for unauthorised absence. If more than one parent has parental responsibility, both parents and carers will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents and carers during the year. However, this action must be subject to careful consideration and co-ordination.

Legal Action taken under Section 444 (1) and (1a) Education Act 1996

Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences
- an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction
- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months

Covid-19 Addendum 1.0 (June 2020)

Due to the ongoing Covid-19 health emergency, Airedale Academy will be operating a variation on the normal attendance policy for the period of time until the school is fully reopened to all pupils. From Monday, 15th June 2020 Airedale Academy will be open to the following pupils only:

- Children of 'key workers'
- Children classed as 'vulnerable' or those with a social worker or EHCP
- Year 10 students
- Year 12 students

During this period, the following temporary attendance policy will be in place:

- i. Parents/carers will be contacted in advance to confirm whether their child will be taking up the offer of a place from June 15th. Attendance will be **OPTIONAL**. Failure to attend **WILL NOT** incur the usual penalties, e.g. fixed penalty notice.
- ii. Students will be given a set day and time to be on school site. Students **MUST ONLY** attend during this allocated time. Sanctions will be issued for students who are on school site outside of their prescribed day/time slot.
- iii. Students **MUST** remain in the same group on every occasion they are on school site. This is **NON-NEGOTIABLE**.
- iv. If parents/carers have confirmed a place, it will be expected that students arrive on time and join their set group.
- v. Students whose places have been confirmed but fail to attend will be followed up with a phone call and/or text message on the day of absence to ascertain a reason for non-attendance.
- vi. Parents/carers should contact the main office on 01977 664555 to notify of any absence before 9am on the day the child is expected to attend.
- vii. If a child cannot attend due to developing symptoms of Coronavirus, parents/carers **MUST** contact the main office on 01977 664555 **IMMEDIATELY** as this may have ramifications for other students and staff members.
- viii. Students should not attend for **SEVEN DAYS** following the onset of Coronavirus symptoms or for **FOURTEEN DAYS** if a member of their household has developed symptoms.
- ix. Students who are expected to attend and fail to do so that cannot be reached via phone call, may be subject to a home visit from the safeguarding team – as per normal protocol.

In order to define attendance and absence correctly during this period, the following extra-ordinary codes will be used on registers:

- Year 7, 8, 9, 11 and 13 (key worker/vulnerable children excepted) will be coded as **X** (not required to be in school)
- Year 10 will be coded on their day of attendance as either / (present), **9** (shielding), **8** (self-isolating), **0** (EHCP but deemed not appropriate to attend), **I** (non-Covid illness), **7** (Covid-related illness), **M** (Medical), **C** (authorised absence). We cannot issue any unauthorised at this time.
- On the days Year 10 aren't expected in, we will use **X** code as above.
- Any students in Years 7-10 who hold an EHCP but will not be attending following a risk assessment will be coded **0**.

It is envisaged that this policy will be in place until Government guidance indicates that the academy can be reopened to all year groups. A further update, if necessary, will follow in due course.

Covid-19 Addendum 2.0 (September 2020)

In March when the coronavirus (COVID-19) outbreak was increasing, we made it clear that no parents/carers would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- Parents/carers duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Following the Government guidance released on Thursday, 9th July (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>), attendance at Airedale Academy will once again become **mandatory** from Tuesday, 8th September 2020. Therefore, the majority of pupils will be able to return to school. Parents/carers should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). Where a period of self-isolation ends, Airedale Academy would then expect the student to return to school unless medical evidence suggests otherwise.
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in the local area, children (or family members) from the area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, Airedale Academy will immediately offer them access to remote education. It is our expectation that any pupil working remotely accesses this provision in its entirety as it is designed to replicate a traditional school day.

Where children are not able to attend school as parents are following clinical and/or public health advice, absence **will not** be penalised.

Airedale Academy appreciates the anxiety returning to school could cause for many students and their families. We are committed to working with our families to ensure all students can return to

school safely in September. Where families feel there may be difficulties, we ask they contact the academy to discuss what support can be put in place to enable students to return.

From September 2020, regular attendance codes will be used to record school attendance. Absence from school can be **ONLY** be authorised in the following cases (It is the school's decision whether an absence is authorised):

- Physical Sickness or gastro-intestinal distress (where possible, please inform the academy before 9am on **EACH day** of sickness related absence);
 - Injury or in-capacitation;
- Medical appointments – please email evidence to attendance@airedaleacademy.com , e.g. photograph of appointment card/letter;
- Days of religious observance;
- Exceptional family circumstances;
- By permission of the Principal;

Parents/carers should be encouraged to avoid booking family holidays during term time. The Principal's permission now needs to be given prior to a 'Family Holiday' being taken by a student at Airedale Academy and leave of absence will only be granted in exceptional circumstances. Parents/carers should write to the Principal prior to making any bookings. Holidays should not be taken during periods of formal examinations. Since September 2013, schools can only authorise a holiday in exceptional circumstances. Any parents/carers/guardians who have a holiday request denied and still take their child(ren) out of Airedale Academy face a fixed penalty notice being issued by the Local Authority;

For students whose attendance drops below 95%, the school reserves the right to mark any future absences as unauthorised (unless medical evidence is received). A request for a fixed penalty notice (fine) could then be requested from Wakefield Council for any student with 10 or more unauthorised absences (5 days).

In order to define attendance and absence correctly during this period, the follow extra-ordinary codes will be used on registers:

- All Year groups will be coded on registers as either / (present), **X** (not attending in circumstances related to Covid-19), **I** (non-Covid illness), **M** (Medical), **C** (authorised absence), **O** (unauthorised absence).

It is envisaged that this policy will be in place until Government guidance indicates that Covid restrictions can be lifted. A further update, if necessary, will follow in due course.

Covid-19 Addendum 3.0 (January 2021)

Due to the ongoing Covid-19 health emergency, Airedale Academy will be operating a variation on the normal attendance policy for the period of time until the school is fully reopened to all pupils. From Tuesday, 5th January 2021 Airedale Academy will be open to the following pupils only:

- Children of 'key workers'
- Children classed as 'vulnerable' or those with a social worker or EHCP

Further information around qualification for this provision can be found at: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

During this period, the following temporary attendance policy will be in place:

- i. Parents/carers will need to contact the Academy to request a place. If they meet the criteria set out above, a place will be allocated to their child. Attendance will be monitored for these students as normal with absences being marked accordingly.
- ii. All students who do not qualify for in-school provision will be coded 'X' on the register to denote that the student is temporarily not required to attend school.
- iii. Students who are not in school are still expected to attend all 'live' online lessons as per their timetable. These can be accessed via the Google platform using their Airedale Academy student email address.
- iv. If parents/carers have confirmed a place for in-school provision, it will be expected that students arrive on time and join their set group.
- v. Students whose places have been confirmed but fail to attend will be followed up with a phone call and/or text message on the day of absence to ascertain a reason for non-attendance.
- vi. Parents/carers should contact the main office on 01977 664555 to notify of any absence before 9am on the day the child is expected to attend.
- vii. If a child cannot attend due to developing symptoms of Coronavirus, parents/carers **MUST** contact the main office on 01977 664555 **IMMEDIATELY** as this may have ramifications for other students and staff members.
- viii. Students should not attend for **TEN DAYS** following the onset of Coronavirus symptoms or for **TEN DAYS** if a member of their household has developed symptoms.
- ix. Students who are expected to attend and fail to do so that cannot be reached via phone call, may be subject to a home visit from the safeguarding team – as per normal protocol.
- x. Students who attend in-school provision will also be offered lateral flow (rapid) Covid-19 tests. Any pupil who receives a positive test result because of this will need to self-isolate as per the above guidelines and await the results of a confirmatory PCR test before returning to school.

In order to define attendance and absence correctly during this period, the following extra-ordinary codes will be used on registers for all pupils:

- Year 7, 8, 9, 11 and 13 (key worker/vulnerable children excepted) will be coded as **X** (not required to be in school).
- All students attending in-school provision will be coded on registers as either **/** (present), **I** (non-Covid illness), **M** (Medical), **C** (authorised absence), **0** (confirmed Covid-19 case), **9** (suspected Covid-19 case), **8** (student self-isolating due to contact with a positive case in school), **7** (student self-isolating due to contact with a positive case outside of school).

It is envisaged that this policy will be in place until Government guidance indicates that the academy can be reopened to all year groups. A further update, if necessary, will follow in due course.