



Attendance Policy

Name of setting: Academix Learning Limited

Date of policy publication: February 2024

Author/s of policy: Rachel Lappage & Elizabeth Naylor

Date of next review: February 2025

Policy review dates and changes:

Review Date	By Whom	Summary of Changes Made	Date Implemented

Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend Academix.
- We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the working together to improve school attendance 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:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

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

Roles and responsibilities

Academix AP Lead is responsible for:

- Implementation of this policy within the Alternative Provision.
- Monitoring the impact of any implemented attendance strategies.
- Reporting to schools and LA regarding attendance.
- Having an oversight of data.
- Devising specific strategies to address areas of poor attendance identified through the data.
- Arranging calls and meetings with parents and schools to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Providing regular attendance reports to school staff and report concerns about attendance.
- Working with education welfare officers to tackle persistent absence.

The AP Lead responsible for attendance is **Charlotte Hall** and can be contacted via Tel: 07379555608 and email charlotte.hall@academixlearning.org

Staff will:

- Take calls from parents about absence on a day-to-day basis and record it on our reporting system,
- Transfer calls from parents to the AP Lead in order to provide them with more detailed support on attendance.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day/timetabled session on time.
- Call/message via Dojo for Academix Alternative Provision to report their child's absence before 08:30am on the day of the absence, for each subsequent day of absence and advise when they are expected to return.
- Provide Academix Alternative Provision with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of Academix Alternative Provision Day.

Pupils

Pupils are expected to:

- Attend every timetabled session on time.

Recording attendance

Academix Alternative Provision will keep an attendance register and place all pupils onto this register. We will take the register at the start of the school day and at the start of the afternoon session, it will mark whether every pupil is:

- Present
- Authorised Absence
- Unauthorised Absence
- Late
- Left Early
- Sick
- Holiday

We will share our live register system with each school who will only be given access to their pupils.

Sick

The pupil's parent/carer must notify Academix Alternative Provision of the reason for the absence on the first day by 08:30am or as soon as practically possible by calling the number given in the induction pack or sending a message on Dojo. We will mark absence due to illness as authorised but will report to school if we have a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, Academix Alternative Provision may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If Academix Alternative Provision is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

Authorised absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies Academix in advance of the appointment by phone or Dojo message where appropriate. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness

A pupil who arrives late will be marked as late on the live register system. All late arrivals will be documented and reported to schools.

Unauthorised absence

If a child is not in setting when the register closes the staff member will click on the unauthorised absence button on our live register, this will trigger a pre-written email that will be sent to the designated school staff member for that child and the parent/carer on file, the email will state that the child hasn't turned up to Academix and will ask the school or parent/carer to contact us to discuss, the child's parent/carer will be expected to call/message us via Dojo each day of the absence to keep us up to date with the situation. If absence continues, Academix Alternative Provision will consider involving an education welfare officer.

Reporting to parents/carers

As stated in the unauthorised absence section parents/carers will be notified via triggered email once UA button is clicked on the live register system, we will provide a report for parents/carers and schools at the end of each term, the reports will have information on the child's attendance, behaviour and progression, parents/carers are welcome to contact the AP Lead to discuss their child and any concerns they may have at any time.

Approval for term-time absence

Academix alternative provision will liaise with school regarding leave of absence for a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the school's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as bereavement, act of God incident, accident. Academix Alternative Provision considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form that the school may require. Academix Alternative Provision may require evidence to support any request for leave of absence.

Legal sanctions

Schools or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Strategies for promoting attendance

Academix Alternative Provision will communicate daily with parents/carers and schools to encourage attendance and address and support with any concerns regarding absences.

Attendance monitoring

Academix Alternative Provision will keep daily registers and inform named school and core multi-agency professionals of any attendance issues.

Monitoring attendance

Academix Alternative Provision will:

- Monitor attendance and absence data half-termly, termly and yearly.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil absence data will be collected each term and shared with the relevant school staff.

Analysing attendance

Academix Alternative Provision will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using data to improve attendance

Academix Alternative Provision will:

- Provide regular attendance reports to named schools and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

Academix Alternative Provision will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who Academix Alternative Provision (including named schools and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum of one year by Rachel Lappage (Director).

This policy links to the following policies:

- Child protection and safeguarding policy.
- Behaviour policy.