



Da Vinci Academy

A L.E.A.D. Academy



"One Team, Changing Worlds"

Attendance Policy



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Policy Date: September 2020

1. Aims

Our academy aims to meet its obligations with regards to attendance by:

- to give a clear outline of our strategies to promote good attendance
- to explain the procedures for monitoring attendance
- Acting early to address patterns of absence to deal with poor attendance
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled

We will also support parents to perform their legal duty to ensure their children of compulsory academy age attend regularly, and will promote and support punctuality in attending lessons. We expect all students to maintain good attendance of 95% or above. Unfortunately, Department for Education to describe any student with an attendance of less than 90% as a Persistent Absentee.

It is our intention to ensure that every child enjoys coming to our academy. By providing a stimulating, challenging and secure environment, the children will be encouraged to be regular attendees, which will ultimately enhance their learning.

Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. Continuity of learning can only take place through regular attendance.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carer's.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time keeping for all pupils and this will be communicated through regular contact with parents/carer's.

The academy recognises and adheres to each relevant local authority's Children and Families Penalty notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time Local Code of Conduct and the latest DfE guidelines.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- [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](#)

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

This policy complies with our funding agreement and articles of association.

3. Academy procedures

3.1 Registration times: 8:55am

The register remains open until 9:20am, any child arriving after 8.55am but before 9.20am in most cases will be marked late.

- A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate. Students must sign into school at reception stating the reason they are late.
- At times of exceptional weather, the registers may, according to DfE guidelines remain open until 9:50am.
- Lates and unauthorised lates are added into the class electronic registers by the office administrator and recorded on the 'Late Sheet'.
- After 3 late marks have been recorded, students will receive a detention, a further detention will be issued for each subsequent late mark during a half term.

3.2. Registration:

- A register will be taken within the first 10 minutes of every lesson / tutor time by the classroom teacher
- Electronic registers are used in every class as part of the School's Information Management System (G4S).
- The classroom teacher will also make a note of late arrival on electronic registers including the number of minutes late.
- If the electronic register cannot be taken, then the office administrator will provide a paper register and will then input it on the electronic register from the office.

3.3 Taking a pupil off roll

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a removal / leaver form completed.

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

- The pupil is registered at our academy in accordance with the requirements of an academy attendance order and another academy is substituted by the Council for that named in the order, or the order is revoked.
- The pupil has been registered at another school or academy. (Academy's can register travellers' children even if they are on the roll of another school/academy. The academy the child normally attends is the base academy; the other registration is temporary).
- The academy has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)

- The pupil has ceased to attend our academy and no longer lives within a reasonable distance of academy.
- In the case of a pupil granted leave of absence exceeding 10 days for the purpose of a holiday, the pupil has failed to attend the academy within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the pupil is unable to attend by reason of sickness or any unavoidable case. Both the academy and the Council will make reasonable enquiries to find out where the pupil is, to include letters, home visits and telephone calls.
- The pupil is certified by the Achievement Team as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- The pupil has been continuously absent from our academy for a period of not less than 20 school days and both the academy and EWO have failed, after reasonable enquiry, to locate him/her. Again, reasonable enquiries should be made. In such cases we will ensure the EWO are informed and procedures concerning missing children and missing children protocol should be followed.
- The pupil had died.
- The pupil will cease to be of compulsory school age before our academy next meets and their parent has indicated that they intend to cease to attend. (All registered pupils are required to remain at our academy until the leaving date- the last Friday in June. At school includes, for these purposes, approved educational activities undertaken off site, including work experience)
- The pupil has been permanently excluded and the exclusion has been upheld by governors.
- The pupil has been admitted to the academy to receive nursery education and has not on completing such education transferred to a reception class at our academy.
- The pupil attends a special school and the Council gives consent for his/her name to be removed.

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

3.3. How do we monitor attendance?

- All pupils' attendance is monitored daily and every week using data analysis from the electronic register.
- Our academy operates a 'traffic light' system when monitoring attendance (please see next page).
- Alongside this a step process is used to communicate with parents/carers and students to provide support to improve attendance.
- Statistical evidence for the whole academy and for individual classes is analysed every week and shared with staff.
- Home visits will be made to all/any students who are absent from school to support parents and students with ways to improve their attendance percentage and any personal circumstances, deliver work, collect medical evidence and offer support when required.
- If a student is absent from school for 3 days or more, its required that we conduct a safe and well check.

Attendance Bands

Da Vinci Attendance Bands



Group 1 | 100% - 97%

Students with this attendance are of **no concern** and should achieve the best grades they can leading to better prospects for work, college or university.



Group 2 | 96.9% - 95%

Students with this attendance **need to take care**. They are likely to achieve but not exceed their target grades and have good opportunities for work, college and university.



Group 3 | 94.9% - 93%

Students with this attendance are at **risk of underachievement**. They will find it difficult to achieve their best.



Group 4 | 92.9% - 90%

Students with this attendance are at a **severe risk of underachievement**. They are missing a month of school per year and may drop an exam grade; it will be difficult for them to achieve their best.



Group 5 | 89.9% and below

Students with attendance this low are at an **extreme risk of underachievement**. They are missing a year of school over the five years of secondary education; it will be almost impossible to keep up with work.

3.4. Reasons for absence and procedures for following up absence:

- Only the Headteacher can authorise absences.
- If letters/notes come from parents/carer's directly to the class teacher, then these should be signed and dated by the teacher and sent to the office.
- If a teacher receives verbal communication then it must be recorded on the electronic register for the appropriate days, otherwise the office administrator must be informed so that it can be recorded from the office.
- All information about absences and logs of the academy's attempts to make contact with home is recorded electronically on G4S and in pupil absence records.
- Unexplained absences are followed up as early as possible on the morning of the absence by a text message, phone call, email or home visit.
- If there has been no communication on the first day of absence the Attendance Officer is informed to follow up the absence.
- If a child has not returned to the academy for two days and there has been no contact, then the Attendance Team will visit the home.
- If after this period of time, no contact has been made and we are concerned about the safety and whereabouts of a child then the police and / or social care may be informed.
- If after a week still no reason for the absence has been ascertained then a letter is sent home as a final attempt to gain a reason.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the academy register.
- If a child is absent and no contact has been successful by academy or the Family Liaison Worker, the child may be referred to Social Care in line with the academy's safeguarding and child protection policy.
- If a child is missing for ten school days then s/he will be referred as a missing child to Education Welfare.
- If a child does not return to the academy for a further ten days (twenty school days in total) and there has been no contact from the parents, then his/her place may be removed from the register. Only if there are no safeguarding concerns.
- Pupils' attendance is monitored and tracked against an, 'step process' which clearly sets out the tiers for escalating procedures for poor/persistent absentees including prosecution.

3.5. Holidays / Leave of Absence

- DfE guidelines Education Act 2003 (updated July 2019) the Headteacher may no longer authorise holidays / leave of absence during term time.
- If a family is affected by extremely difficult circumstances, then the Headteacher may reserve the right to authorise a 'leave of absence'. Authorisation in these circumstances will be requested in writing prior to booking flights or the organisation of any other arrangements, to avoid difficulties or financial loss.
- Where families are known to have taken children out of the academy during term time without prior agreement proceedings will commence for Penalty Notices to be issued. These are issued per child/per adult (subject to change)

3.6. Lateness:

- Children arriving late within the registration period should report to the member of staff on duty or their form tutor.
- Children arriving after registration period should report to the main reception giving the reason for lateness, this information and the time of arrival is noted in the Late Sheet by one of the Senior Leadership Team. The lates are reviewed weekly and parents are contacted to follow up lateness.
- After 3 late marks have been recorded, students will receive a detention, a further detention will be issued for each subsequent late mark during a half term.
- Unauthorised and persistent lateness may result in a referral to Education Welfare. A Penalty Notice may be issued (See section 11).

3.7 Medical or dental appointments

We request that parents contact DaVinci reception to inform us of upcoming appointments or provide us with the medical evidence such as a letter or appointment card before the appointment. It is essential that the student returns to school after the appointment or attends school before the appointment depending on the timing.

Missing registration for a medical or dental appointment can be counted as an authorised absence if advance notice is given and medical evidence from the appointment is provided.

However, we encourage parents to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary.

3.8 Religious Observance

Derby City is a vibrant and diverse city that promotes respect for the faiths and values of its communities. There are many religions celebrated in our academies and it is important that we recognise the diversity of the population.

In Derby City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence. Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, we will seek advice from the parents' religious body to confirm whether the day is set apart

4. Legal Action

4.1 Legal sanctions

Under the Anti-Social Behaviour Act 2003 the Academy, alongside the Education Welfare Service, has the power to issue Penalty Notices and to take legal action:

- against the parents/carers of any pupil who fails to attend school regularly;
- in respect of any pupils who are regularly late after the close of the register;
- where unauthorised absences have occurred due to unauthorised holidays being taken in during term time.

All of the above is subject to the academy making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the academy website and ensuring the Governing Body have adopted the policy and therefore support the action.

If issued with a penalty notice, parents must pay the amount within 21 days or the cost will double by 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

The decision on whether or not to refer to the LA, who may issue a penalty notice, ultimately rests with the headteacher, following the local authority's code of conduct for attendance and truancy.

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the academy but it is not known whether the pupil is attending educational provision.

5. Children Missing Education

Where a pupil has not returned to our academy for ten days after an authorised absence or is absent from the academy without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the academy does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register.
- We will adhere to the Children Missing in Education Statutory Guidance for LAs;

www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf

6. Children Who Cannot Attend Academy Because of Health Needs

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory academy age and who
- are permanently resident in the LA and
- who are not in academy for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the academy for 15 days for health reasons or as soon as it is clear that a health-related absence from the academy will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as possible. There may be circumstances in which suitable alternative education is already in place e.g. if the academy has made arrangements for a pupil or the child is receiving education at a hospital academy.

7. Children in Public Care

Sophie McKenzie is the coordinator who liaise with the LA Children Looked After Team. The Virtual Academy will be contacted each day whether the pupil is attending or is absent.

Attendance will also be reported as part of the PEP.

8. Elective Home Education

A parent has a right to educate their child at home and can request to home educate their child at any point. On receipt of written notification from the parent/carer we will inform the LA and once approval has been received then the pupil may be taken off roll. Once this is done, you will receive a letter of receipt and confirmation your child has been removed from roll. If your child has never attended school, you should inform us of your decision to educate at home.

9. Strategies for promoting attendance

- Certificates for good, excellent and outstanding attendance are presented at the end of each term in assembly.
- Also letters are given out during this time to celebrate those who have good, excellent and outstanding attendance.
- Tutor groups who achieve 100% weekly attendance are issued with a reward.
- There is a weekly prize draw for all pupils with 100% attendance, which is also linked to behaviour points.
- Students with 100% attendance are invited to attend an end of year governor's celebration event.
- The attendance display shows the weekly basis attendance figures for the school, Year Groups and tutor groups are shared in assemblies and displayed in the main corridor.
- Students with 100% attendance will be entered into a prize draw every half term.
- There are regular meetings about attendance from Tutors, Attendance Team and the Achievement Team where the band students are in are discussed.

10. Roles and responsibilities

10.1 The governing body

The governing board is responsible for monitoring attendance figures for the whole academy on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

10.2 The Headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring academy-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

10.3 The Attendance Officer

The Attendance Officer:

- Monitors attendance data at the academy and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to refer pupils to education welfare who may consider prosecution

10.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the academy office.

10.5 Office / reception staff

Office/reception staff are expected to take calls from parents about absences and pass it onto the Attendance Officer.

10.6 Parents/Carer's

Parents whose children are registered at academy are responsible for ensuring that their children attend and stay at academy

Parents should:

- Ensure that their child arrives at academy on time, in academy uniform and ready to learn.
- Instill in their child an appreciation of the importance of attending academy every day.
- Impress upon their child the need to observe the academy's code of conduct
- Work in partnership with academy to resolve issues which may lead to academy non-attendance.
- Ensure that they are aware of the academy's attendance policy
- Notify the academy if he/she is absent. This should be done as soon as possible – preferably on the morning of the first day of absence. They should also supply an explanation for the absence.
- Avoid arranging medical/dental appointments during academy hours

- Not book holidays during term time.

11. Communication with parents / carer's

- Parents/carers are regularly informed about attendance issues in the head teacher's newsletters.
- Parents/carers are sent a text on the morning of their child's absence. This could then be followed up by a visit from our Attendance Team. If there is still no response from our attempts then the Attendance Officer would make a phone call in the afternoon to discuss the absence.
- Letters are sent enquiring about absence and lateness, impressing the legal requirements for children to attend and the financial penalties that may be served for non-attendance.
- Every term parents/carers of pupils whose attendance is below 90% are sent letters to inform them that their child's attendance has fallen into the red zone.
- An education welfare specialist is consulted if the attendance of a child drops below 90% or if there is unauthorised absences. Families causing concern are also supported by the academy in resolving attendance issues.
- The academy will attempt to work with parents at all stages to address attendance issues and make reasonable efforts to support parents/carers in getting their child to the academy.

12. Monitoring arrangements

This policy will be reviewed annually by the Headteacher / SLT. At every review, the policy will be shared with the governing board.

13. Links with other policies

This policy links to our child protection and safeguarding policy, Equality Policy