

NOTTINGHAM GIRLS' ACADEMY ATTENDANCE & PUNCTUALITY POLICY

REVIEWED

September 2022, July 2023, August 2024, August 2025, July 2026 R Turner-Ramadan

Next Review

July 2027

Public

Contents

Contents page.....1
Aims of the Policy 2
Rationale 2
Standards 3
Policy and Procedures 3
Roles and Responsibilities 7
Attendance bands and monitoring 8
Attendance bands 10
Illness guidelines for parents 12
Attendance registers 13
Absence 13
Monitoring attendance 16
Attendance band – process 16
Analysing attendance 17
Using data to improve attendance 17
Reducing persistent and severe absence 17
Leave of absence 18
Contact us 20
Links to other policies.....20
Pastoral support contacts 21
Appendices 21

Aims of this policy

The aim of this document is to set out how Nottingham Girls' Academy will promote good attendance and reduce absence, including persistent absence. Ensuring every student has access to full-time education to which they are entitled. Acting early to address patterns of absence. This document exemplifies how we create and maintain the positive climate required to fulfil our mission and remain true to our values, in order to achieve these pupils need to be present:

Mission

We believe in creating a community empowered with the qualities and qualifications to enter the next phase of life with confidence and ambition.

Values

- We strive to fulfil everyone's learning potential.
- We value high standards, hard work and a ceaseless desire to improve.
- We provide a safe, kind, nurturing and inclusive environment.
- We enjoy the journey together.

To achieve this, we have:

- The safety, well-being, and education of each pupil as our priorities.
- High expectations which are clearly communicated to pupils, parents/carers and staff via assemblies, letters, noticeboards, tutor time notices, pupil planners and the website.
- Clear procedures and systems to ensure effective and timely recording and sharing of information.

Rationale

At the Nottingham Girls' Academy we believe it is vitally important for pupils to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage pupils to become responsible and resilient individuals, which will serve them well in their future working lives.

We believe that if students are to benefit from their education and achieve their potential, good attendance and punctuality are crucial. As a school we do all that we can to ensure maximum attendance for all students; we identify and address any problems that impede punctuality and regular attendance as speedily as possible.

We recognise that parents/carers have a vital role to play in establishing regular and punctual attendance and therefore strive to work in partnership with parents/carers and students to resolve those problems as quickly and efficiently as possible. We will support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and we will promote and support punctuality in attending lessons. We will adopt a clear, focused approach aimed at returning the student to full attendance at all times. A similar approach will be adopted with students whose punctuality is considered to be an issue.

It is suggested that 17 missed school days a year equals 1 GCSE grade drop in achievement. 90% attendance over 1 school year of secondary school equals 4 whole weeks of lessons missed. 90% attendance over 5 school years of secondary school equals half a school year missed. If a student can improve their attendance by 1%, they will see a 5-6% improvement in school attainment.

Standards

At the Nottingham Girls' Academy we;

- We expect every student to attend school on time, every school day, unless there is a legitimate reason for absence. Our minimum expectation is 97%.
- Expect pupils to arrive on time every day.
- Will support parents/carers in their legal responsibility to ensure their child attends school regularly and punctually.
- Believe family holidays should not be taken during term time. We will not authorise requests for holidays during term time, unless in very exceptional circumstances.

Policy and Procedures

Recognising good attendance and punctuality

As a school we feel the importance of recognising our students for their attendance and recognising students who have improved. We use a range of measures to praise and reward pupils who meet their attendance and punctuality targets. These include achievement assemblies, certificates, BUILD points, reward events and trips. During their assemblies each week and during prearranged attendance assemblies, students can receive rewards for their efforts. Another place to capture excellent attendance is in our weekly notices, this creates student friendly competition among tutor groups. Classes can compete for most improved attendance or highest attendance in a certain timeframe resulting in a reward for their whole tutor group too.

Addressing poor attendance

We work diligently to help pupils attend well. We communicate regularly with parents/carers and always aim to provide support to overcome barriers to good attendance. Our Education Welfare Officer (EWO), Mrs J Steeples, works with families when attendance falls to worrying or unacceptable levels.

Any pupil whose attendance falls below 90% and fails to meet interim thresholds throughout the year, is likely to become a **Persistent Absentee (PA)**. In these cases, further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a GP appointment card or letter.

Pupils in this attendance category will be monitored closely and we will perform home visits during this period, to discuss absence and hold meetings with parents/carers. If this still does not prompt an improvement in attendance, we will seek intervention from the Education Welfare Service and ultimately pursue court action.

The Education Welfare Officer from the local authority has weekly contact with the EWO at school to discuss students' attendance, offering advice and support where it is required. Arrangements are then made for both parties to meet with parents/carers and the pupils to discuss concerns and offer support to see an increase in their attendance.

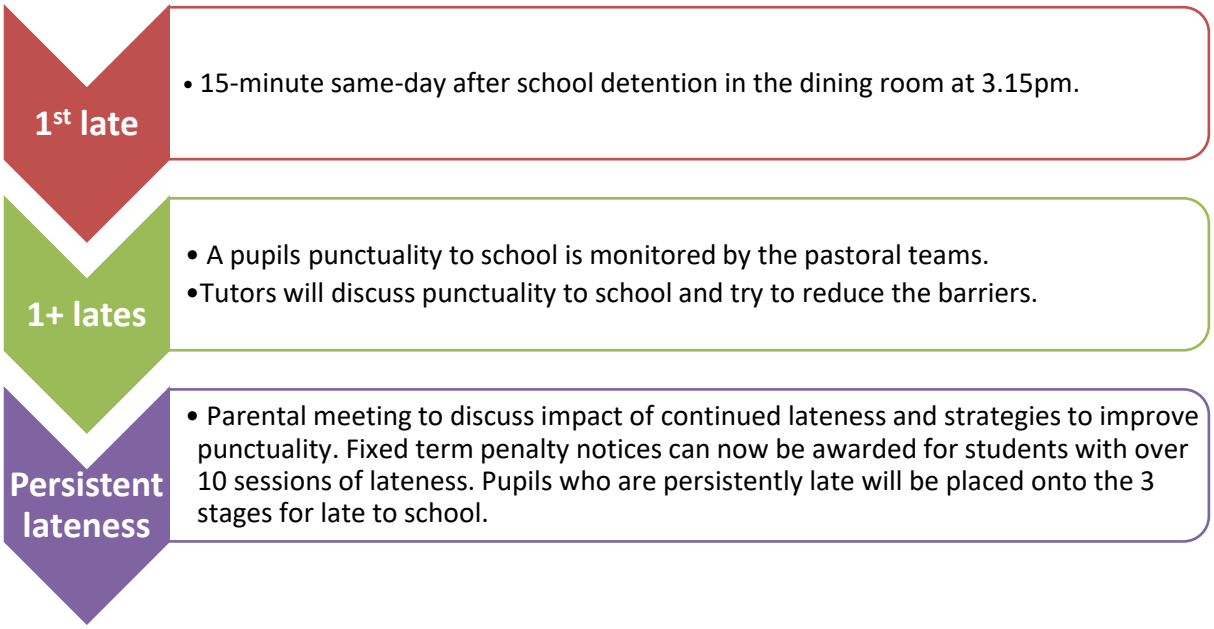
Children Missing in Education

The school recognises that when a child goes missing from school it is a potential safeguarding issue. If there has been no contact received by the 3rd consecutive day of absence a home visit will be conducted by the EWO or their Head of Year (2 days for children on a plan with social care) and the student may be added on to the Children Missing in Education register. Under section 8 of the Education Regulations Act (2006) the school will make 'reasonable' enquiries into the location of pupils with 10 days continuous unauthorised absence or for those who fail to return from leave of absence granted during term time.

Holidays in Term Time
Family holidays should not be taken in term time as they damage progress and continuity of learning. We will not authorise any holidays, unless in very exceptional circumstances. Penalty notices may be issued, under the provisions of the Education Act (Section 444), where unauthorised holidays are taken.

Punctuality
Pupils are expected to be on time to school and to all lessons. Punctuality is a core aspect of future employability and getting into good habits and routines is essential.

A pupil is deemed to be late for school if they are not in their tutor room by the time the 8.45am bell rings. When a pupil is late to school, they will miss part (or all) of tutor time. This means they will miss vital notices for their day and uniform and equipment checks, so that they are ready to begin their learning P1. We place a great deal of importance on this and treat lateness to school seriously. The sanctions for lateness to school are graduated according to the number of times a pupil is late in a week as follows:



Detention length increases to encourage pupils to come into school on time.

If a pupil does not attend this detention, then it will be escalated to a next day 30 minute after-school detention and loss of social times.

Our Year Teams will work with parents/carers to overcome barriers, which prevent pupils arriving on time. If punctuality problems persist, we may involve the Education Welfare Service, who may issue a penalty notice for persistent lateness under the provisions of the Education Act (Section 444).

Pupils must be in their tutor room by 8.45am every day, otherwise they will be classed as late.

Punctuality to school – late stages

Pupils that are consistently arriving late to school repeatedly will receive more serious consequences. Parents are requested in for meetings and pupils will be placed onto a graduated

response to try and improve their punctuality. Instead of the instant 15SDD that is given to all pupils, certain pupils will be put onto the late-stage strategy plan.

Detention length increases as a deterrent for pupils to continue to be late to school.

Stage 1 > increase from a 15SDD to an instant 30SDD.
Stage 2 > increase from a 30SDD to an instant 45SDD.
Stage 3 > increase from a 45SDD to an instant 60SDD.

Maintaining good attendance is a team effort and will be made possible through effective home-school partnership. We know that the vast majority of our parents understand the importance of their children being in school, and we are grateful for your ongoing support.

Minutes late per day	Loss of learning time over the year	Impact on attainment
5 minutes late each day	3 days loss of learning	Less chance of success
10 minutes late each day	6.5 days loss of learning	
15 minutes late each day	9.5 days loss of learning	Serious impact on education and reduced career chances
20 minutes late each day	13 days loss of learning	
25 minutes late each day	16 days loss of learning	

Punctuality to lessons

When pupils are late, they disrupt the learning of other pupils in that lesson as well as their own. This is not acceptable, and the expectation will be reinforced with an escalation of same day after school detentions. As explained below, pupils that are persistently late to lessons will have further sanctions imposed.

1st late to lesson

- 15-minute same-day after school detention in the dining room at 3.15pm.

1+ late to lesson

- A pupils punctuality to lessons are monitored by the faculty and pastoral teams.
- Pastoral teams and faculty teams will discuss punctuality to lessons and try to reduce the barriers.

Persistent lateness

- Parental meeting to discuss impact of continued lateness and strategies to improve punctuality. Pupils who are persistently late will be placed onto faculty or punctuality to lesson reports.

Truancy and Leaving site during the school day

No pupil is allowed to leave the site without permission during the school day. If in an exceptional circumstance the parent requires their child to leave the school site, they must provide proof of appointment and telephone school on 0115 7483410 at the time the student needs to leave.

External truancy is when a student leaves home to attend the Academy but does not arrive. In these cases, parent/carers will be contacted as per first day contact. If a student is considered to be vulnerable or if their whereabouts cannot be identified, it may be necessary to contact external agencies, such as the police and or social care.

Internal truancy is when a student arrives in school but is not in their lesson (or agreed alternative). If pupils truant lessons, they are displaying a red line behaviour, therefore there will be an immediate 30-minute same-day after school detention issued for each lesson truanted, where they will catch up with missed learning from the lesson. Parent/carers will be notified by the pastoral team if their child has truanted lesson/s.

If this persists, further sanctions will be put into place following a parental meeting to understand what is driving the truancy.

Roles and Responsibilities

Students:

- To attend the Academy every day and on time by 8:40am.
- To arrive on time for all lessons.
- To be appropriately prepared for the Academy day and wearing the correct uniform.
- To inform their tutor/other member of staff of any reason that affects regular attendance.

Parent/Carers:

- To ensure their child attends the Academy every day.
- To ensure that their child attends the Academy on time by 8:40am.
- To contact the Academy on 01157483410 or jsteeples@nottinghamgirlsacademy.org by 8:00am on the first day of their child's absence and on all subsequent days of absence.
- To contact the Academy in advance to inform the appropriate member of staff if they know of any reason or problem that may affect their child's regular and punctual attendance.
- To provide additional evidence as and when requested to support absence.

The Education Welfare Officer / Assistant Principal:

- The Education Welfare Officer, Mrs J Steeples is responsible for attendance and is contactable on 01157483410 or jsteeples@nottinghamgirlsacademy.org
- The Senior Leader accountable for attendance is Mrs Castledine-Casey and is contactable on 01157483410 or kcastledine@nottinghamgirlsacademy.org
- Are responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the Academy Council.
- Support other staff in monitoring the attendance of individual students, ensuring that they receive Continual Professional Development (CPD) to maintain knowledge of registration, attendance, and punctuality procedures as well as school attendance and punctuality levels.
- Encourage and promote 97% attendance rule on a daily basis. Continue to ensure that realistic targets are set for the whole school and individual attendance and punctuality, in line with national expectations. As a result, there will be regular evaluation of attendance and punctuality procedures, systems, and interventions.
- Monitors attendance data at the school and individual student level.
- Reports concerns about attendance to the Principal.
- Works with the education welfare officer, to tackle persistent absence.
- Arranges calls and meetings with parents/carers to discuss attendance issues.
- Issues fixed-penalty notices, where necessary.

Pastoral Team:

- Encourage and promote 97% attendance rule daily.
- Monitor attendance data of year groups/ key stages and at individual student level.
- Work with the attendance officer to report concerns and support students to improve their attendance.
- Work with attendance officer, tutors, and parents to tackle persistent absence.
- Arranges calls and meetings with parents/carers to discuss attendance issues.

Tutors:

- Encourage and promote 97% attendance rule daily.
- Monitor the attendance of all tutees daily.
- Work with the Head of Year to tackle persistent absence.
- Arrange calls and meetings with parents/carers to discuss attendance issues.

Teachers:

- Encourage and promote 97% attendance rule daily.
- Teachers are responsible for recording attendance daily.
- All teachers' complete registers at the start of every lesson using the correct codes and submitting this information on SIMs or to the school office.

Academy Trust:

- Regularly review attendance data and help school leaders focus support on the pupils who need it.

Local Authority:

- Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance. If the issue persists, facilitate a voluntary early help assessment where appropriate.

Attendance bands and monitoring

Our attendance standard is 97% and any attendance below that will incur a level of intervention to support students and families. Our ethos towards attendance is reinforced by a thorough system, with an emphasis on home-school communication.

There are strong and proven links between student attendance and educational achievement. Attendance of less than 95% (i.e., absences of 9.5 days or more out of the 190 student days in the school year) has been shown to compromise student attainment. At 90% attendance students miss the equivalent of almost 4 weeks education (19 days) and only 10% of students who are persistently absent from school achieve 5 9-4 grades at GCSE. Ensuring students attend regularly at school is a parent/carer's legal responsibility.

The amount of learning time that is lost at different stages of absence over a school year:

Attendance (%)	Days absent	Weeks absent	Hours of learning missed
95%	9 days	2 weeks	**45 hours**
90%	19 days	4 weeks	**95 hours**
85%	29 days	6 weeks	**145 hours**
80%	38 days	8 weeks	**190 hours**
75%	48 days	10 weeks	**240 hours**
70%	57 days	11.5 weeks	**285 hours**
65%	67 days	13.5 weeks	**335 hours**

The Educational Welfare Officer and the pastoral teams closely monitor the attendance of all students at the Academy and act accordingly should attendance become a concern. Our attendance standard is 97% and any attendance below that will incur a level of intervention to support students and families. Attendance data at all levels is formally reported to parent/carers, the Academy Council and the Senior Leadership Team. Accurate attendance returns are made to the DfE (via the Local Authority and SIMS) within the stipulated time frame. Data is collated and analysed (this can be by gender, Special Educational Need, Pupil Premium, ethnicity etc.) daily, half-termly and annually through attendance reporting and will inform the level of monitoring families can expect.

We will communicate to pupils, staff, parents/carers through percentages but also days of absence, this will allow all parties involved to understand the total of days that pupils are absent and if there are any patterns to their absence too.

Days Absent	Risk of PA Level
1	Low (Risk of PA)
2	Low (Risk of PA)
3	Low (Risk of PA)
4	Low (Risk of PA)
5	Low (Risk of PA)
6	Low (Risk of PA)
7	Low (Risk of PA)
8	Low (Risk of PA)
9	Low (Risk of PA)
10	Moderate (Risk of PA)
11	Moderate (Risk of PA)
12	Moderate (Risk of PA)
13	Moderate (Risk of PA)
14	Moderate (Risk of PA)
15	High (Risk of PA)
16	High (Risk of PA)
17	High (Risk of PA)
18	High (Risk of PA)
19	Persistent Absentee

100-98%	Excellent - Children are accessing all learning opportunities
97-96%	Good - Very few learning opportunities are missed
95-94%	Risk of underachievement. Up to 10 days absent in an academic year
93-92%	High risk of underachievement. Up to 15 days absent in an academic year
91-90%	Severe risk of underachievement. Up to 19 days absent in an academic year
90%	Extreme risk of underachievement. Up to 22 days absent in an academic year

The attendance bands on the next page provide structure for our intervention.

Attendance bands

Attendance Counts

Good attendance, including punctuality, is essential to raising the educational attainment of all pupils and affording them the best possible life chances following statutory education. In order to achieve this, children and young people need to attend school regularly and be equipped to learn. Children cannot learn if they are absent from school.

0 - 1.5 Days Off	2 - 7.5 Days Off	8 - 13 Days Off	13.5 - 19 Days Off	19.5+ Days Off
100% - 99%	98.99% - 96%	95.99% - 93%	92.99% - 90%	Below 90%
Accessing all opportunities	Few missed opportunities	Risk of underachievement	Severe risk of underachievement	Serious risk of underachievement

97% Above

Band 1 – Green (Rewards and recognition)

If your child attends school above 97% of the time they will receive regular positive recognition, a range of rewards and above all the best opportunity to achieve academic success.

Band 2 – Risk of under achievement
Amber 1 (Contact home)

96% to 95%

If your child's attendance falls between 97% and 96%. The year team will contact you to discuss any barriers to good attendance and offer support to improve attendance.

If attendance continues to fall, then a falling attendance letter will be sent home. Your child's attendance will be monitored for two weeks and then reviewed. You will be informed of our findings through a letter. (Falling attendance letter 2 or improvement letter).

Band 3 – Severe risk of under achievement
Amber 2 (Attendance concern meeting)

96% to 90%

If your child's attendance falls between 96% - 90%, a letter will be sent inviting you to an Attendance Concern Meeting with the Year Team.

- You will have had the following letters and will also be invited into school for a pupil support meeting.

- Falling attendance letter 1
- Falling Attendance letter 2
- Parent phone call by year team over attendance concerns (meeting if required).

Attendance Counts

Good attendance, including punctuality, is essential to raising the educational attainment of all pupils and affording them the best possible life chances following statutory education. In order to achieve this, children and young people need to attend school regularly and be equipped to learn. Children cannot learn if they are absent from school.



Band 4 – Extreme risk Court Action
Red 1 (Local Authority pre-prosecution meeting)

If your child's attendance continues to decrease 90% and below, they will then be classed at persistently absent. The school will continue to support with the following.

Below 90%

- Persistently absent letter sent.
- Parents invited into school for an attendance meeting to discuss concerns.
- Pupil individual plan developed, and attendance contract signed by parents and students.
- Review meeting every 2-3 weeks.
- JST to meet with student weekly to support with attending school at home or in school.
- Outside agency involvement
- Request meeting with EWO (city council)
- Follow process for penalty fine.

Band 4 – Extreme risk Court Action
Red 2 (Local Authority pre-prosecution meeting)

If your child's attendance continues to decrease below 50%, they will be classed as Severely Absent. The school will continue to support with the following.

Below 50%

- JST to meet with student weekly to support with attending school at home or in school.
- Further Outside agency involvement
- More frequent home visits with EWO (city council)
- More frequent meetings with EWO (city council)
- Continue to follow the process for fixed term penalty notices.

Illness Guide for Parents

On the occasions that your child is feeling unwell, it can sometimes be challenging to know whether your child is well enough to attend school or whether their illness may spread to others. Please use the simple guide below to assess whether your child is able to come to school.



Come to School

Please send your child to school if they are experiencing any of the following:

- Sore throat
- Cold
- Cough
- Feeling tired
- Hay fever
- Achy or sore limbs

Children can still take part in learning when experiencing any of the above. Give them medication if you feel they need it at the beginning of the day.

Their teacher will be available for your child to speak to if they are feeling unwell. We have first aiders on-site for support.

School will always contact you if your child is ill during the school day.



Come to School, But Let us Know

Please send your child to school and inform the office if they are experiencing one of the following:

- Headache
- Feeling sick
- Stomach ache
- Ear ache
- Toothache
- Experiencing feelings of anxiety
- Twisted, sprained or broken limbs

Children can still take part in learning when experiencing the above. Give them medication if you feel they need it at the beginning of the day.

Children can often feel anxious (e.g. worries about class work or possible sanctions) however, we have a highly-skilled learning mentor team in place and we want children to be resilient and overcome these feelings so that they are happy at school. If children are kept at home, these small anxieties may 'snowball' into a larger issue.

Attendance Matters



Stay at Home

Unfortunately, there are some rare instances when your child will be too unwell to attend school due to an illness or injury. In the following instances, please keep your child at home:

- Temperature over 38°
- Sickness and diarrhoea
- Contagious illness (e.g. chicken pox, impetigo)
- Operations/medical treatments

Medical evidence should be provided to school wherever possible to ensure that the absence is authorised.

The evidence can be a copy of the text message, appointment slip, these can be emailed through or brought into reception.

Should your child be absent for more than 5 days, we request that you provide supporting evidence from a medical professional.

Please call or text the school office as soon as possible if your child is not well enough to attend school that day.

Attendance registers

By law, we are required to keep an attendance register, and all students must be placed on this register.

Arbor Registration:

The attendance register will be taken at the start of every lesson of each school day. Teaching staff are required to enter a present mark (/), an L code for lateness or an N code if a student is not present. If a student arrives after the register has been taken, the Educational Welfare Officer will amend the code to L. In cases where a lesson is being covered and the staff member is unable to take an electronic register, a paper register must be taken and sent to the Educational Welfare Officer within 10 minutes of the start of lesson. *Refer to appendix 1 for DfE attendance codes.*

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made. Students must arrive in school by 8.40am on each school day. The register for the first session will be taken at 08:45am and will be kept open until 09:15am. The register for the second session will be taken at 13:15pm and will be kept open until 13:45. Arrivals after 09:15am will be marked as a 'U' code which is an unauthorised absence and will be treated as such following the attendance procedures. The school day ends at 3:10pm.

Students attending Alternative Provision

Mrs Castledine-Casey and Mrs Steeples have a monitoring system in place for capturing students' attendance when they are at Alternative Provision. Each provision often has its own way of recording attendance however, every day at 9.15am -10am (various start times for each provision). NGA receive the student's attendance mark and support making phone calls if there is any absence.

If absence is an issue, we support the provision and students by phoning home, making home visits, review meetings and termly reports to ensure there is progress.

Absence

Unavoidable Absence

Absences which are considered unavoidable may be authorised by the Nottingham Girls' Academy. These include:

- General illness unless your child is classed as a Persistent Absentee.
- Attending a religious festival or ceremony with family.
- An emergency medical or dental appointment that could not be made outside of school hours.
- Being in hospital or having hospital treatment.
- Attending a funeral with family.
- Attending an interview for a job or place at a college.
- Taking part in a public performance or an examination.

Please inform the academy on the first day and each subsequent day of absence.

Avoidable Absence

Absences which are considered avoidable will not be authorised by the Nottingham Girls' Academy. These include:

- Trivial illness or looking after an ill relative.
- Looking after the house or waiting for workmen/deliveries etc.
- Holidays in term time.
- Looking after brothers or sisters, including dropping them off at school or nursery.

A member of academy staff may conduct a home visit for a welfare visit at any time. This is to support families and to try and minimise the impact of prolonged absence from school as every day of missed

learning is an opportunity wasted. All students considered to be vulnerable will be contacted by telephone as a priority and if necessary, outside agencies may be contacted, such as Social Care.

Medical or dental appointments

Any routine medical appointments (such as check-ups at the dentist or eye tests) must be made outside of school hours.

Where an emergency appointment is necessary, families must:

- Obtain a leave of absence card from HOY or DHOY.
- Notify the academy as soon as possible.
- Bring the student back to school in a timely manner (whole day appointments are not permissible).
- Obtain evidence of the appointment (e.g., appointment slip / text message).

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences and medical evidence should be provided for e.g., appointment card/text message. Parents/carers must notify the school of a planned medical appointment or dental appointment by calling 0115 7483410.

What we all need to do if there is an unplanned absence

Parents/carers must:

- Notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 08:00am or as soon as practically possible.
- They should call the school on each subsequent day that the student is absent from school and inform the school of an expected return date.
- Where we have not heard about a student's absence from a family member, we will conduct a home visit to try and ascertain the whereabouts of the student.
- Parents/carers should send a note in on the first day their child returns back to school with an explanation of the absence – parents/carers should do this even if they have already telephoned the Academy.
- Parents/carers can notify the school of an unplanned absence by calling 0115 748 3410. On the first occasion, absence due to illness will be authorised unless the absence is re-occurring, more than two days and/or the school has a genuine concern about the authenticity of the illness.
- If the authenticity and severity of the illness is in doubt, the school may ask parents/carers to provide medical evidence, such as a doctor's note, appointment card or other appropriate form of evidence.
- If the school is not satisfied about the authenticity of an illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this.

If a student is absent the Academy will:

• Contact parents/carers on the first day of absence if we have not heard from them.

• Contact parents/carers on the second day of absence (even if parents/carers have notified the school of the absence) to check on the student's health and well-being

• Provide catch-up work for the student when they return to school if needed (please note, this is not a substitute for attendance and participation in the lessons).

• Provide support to students to help them improve their attendance, if needed. A member of academy staff may conduct a home visit for a welfare visit at any time.

This is to support families and to try and minimise the impact of prolonged absence from school as every day of missed learning is an opportunity wasted. All students considered to be vulnerable will

be contacted by telephone as a priority and if necessary, outside agencies may be contacted, such as Social Care.

When is a student too ill for school?

We ask that our parents/carers use their common sense when deciding whether their child is too ill to attend school.

It may be helpful for parents/carers to consider the following questions:

Is my child too ill to undertake the activities of the school day?

- Does my child have a more serious condition that could be passed on to other children or staff?

For example: scarlet fever, chicken pox. Children can normally attend if they are suffering from a common cold.

- Would I take a day off work if I had this illness?

If the answer to the questions is yes, it might be worth considering keeping a child at home.

Vomiting and diarrhoea

In respects of bouts of vomiting and diarrhoea, we advise parents/carers to consider whether the illness is viral or a contagious illness. We do not operate a 48 hour rule.

Medical advice

The information on types of illness in our policy is general advice and we would always suggest that parents/carers consult a medical professional with individual concerns or queries.

Religious leave of absence

The Academy grants the statutory leave of absence of up to two days in one academic year in order that students can observe important religious festivals. A request for a religious leave of absence can be discussed by contacting the pupils Head of Year. The school will decide which day students can have off for religious reasons, for example, which day the majority of the pupils and staff will take a day off for EID. The school will inform parents/carers of these dates via a parent letter through email.

Long Term Absence

Definition of long term absence:

- Absence from school for 10 or more consecutive school days, or
- Absence from school in cases where medical evidence indicates that the absence is likely to be for 10 or more consecutive school days, or
- Ongoing or persistent irregular attendance.
- In all cases, there is likely to be little or no certainty about the date of any return to school full time.

Managing long term absence:

- Where long term absence is due to illness, the focus should always be on a return to health.
- Supporting/explanatory medical evidence will be required in order for the absence to be authorised.
- A curriculum adjustment timetable may be implemented when a student returns to school.
- There will be a named point of contact in school.

Supporting academic progress:

- Work will only be set if, in the opinion of the medical professionals, this is appropriate and will not impede any recovery process.
- The work set will be appropriate to medical needs.

- All work will be collated by the named point of contact, and all communications will be through this person.
- Work may be set on Teams.
- Students will have access to generic homework set for all and available on Teams.
- Electronic resources which may be used to support a lesson may be available on Teams or sent via email.
- Expectations to complete the work and timescales involved will be assessed on an individual basis.
- Parents are expected to continue to liaise with the school with regards to the length and nature of absence and the progress of any work set.

Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

Attendance bands – process

100% - Outstanding

- Receive a certificate at the end of each term and announced in the celebration's assembly.

99% - Excellent

- Post card home for good attendance and announced in the celebration's assembly.

97% -96% -

- HOY to speak with students over their attendance to see if there is anything that school needs to be aware of. Raise concerns over attendance drop.

96% - 90% -

- Falling attendance letter 1
- Falling Attendance letter 2
- Parent phone call by year team over attendance concerns (meeting if required)
- Decide whether outside agencies are required.

90% &below – Persistently absent

- Persistently absent letter sent.
- Parents invited into school for an attendance meeting to discuss concerns.
- Pupil individual plan developed, and attendance contract signed by parents and students.
- Review meeting every 2-3 weeks.
- JST to meet with student weekly to support with attending school at home or in school.
- Outside agency involvement
- Request meeting with DEWO

- Follow process for penalty fine.

50% - Severely Absent

- JST to meet with student weekly to support with attending school at home or in school.
- Further Outside agency involvement
- More frequent home visits with DEWO
- More frequent meetings with DEWO
- Continue to follow the process for fixed term penalty notices.

Analysing attendance

The school 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

The school will:

- Provide regular attendance reports to [class teachers/form tutors], 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (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.

Legislation and guidance

Section 7 of the Education Act 1996 states that the parent is responsible for making sure that a child of compulsory school age receives full-time education. Compulsory school age is defined as aged five to the last Friday of June in the year they reach sixteen. 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 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.
- Local authority guidance on issuing fixed penalty notices.

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold and will also be applied in line with current equalities legislation. All absence leave is at the discretion of the Principal and is not an entitlement.

Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence;
The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013. A leave of absence can be requested by completing a 'Exceptional Circumstances Request Form' at Reception.

- Head teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents/carers do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances, and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e., the parent/carer with whom the child normally resides.
- Applications for Leave of Absence must be made in advance (7 days) by completing an NGA Absence Request form. The application form is available from the Academy reception or on the Academy website. Failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent/carer, by way of a Fixed Penalty Notice.
- The Principal will not authorise leave of absence under any circumstances of more than ten (10) days in one academic year.
- Applications for Leave of Absence which are made in advance and refused could result in legal action against the parent/carer, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- A Penalty Notice may also be issued when the level of unauthorised absence is 10% or more over a period of ten school weeks.
- Where a child resides with two parent/carers a separate penalty notice will be issued to each parent/carer.
- The term "parent" used in the code of conduct is defined by Section 576 of the Education Act 1996 and Section 2 of the Children Act 1989. In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person: a) who is not a parent of his/her but who has parental responsibility for him/her, or b) who has care of him/her.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Educational Welfare Service within the Nottingham City Council.

• If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Nottingham City Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered by the Principal on a case-by-case basis and on its own merits. You can do this by completing the NGA Absence Request Form which can be found on the website here and emailed to Mrs J Steeples jsteeples@nottinghamgirlsacademy.org

Effect of a Penalty Notice being issued

Penalty Notices shall not be issued if legal proceedings under Section 444 of the Education Act 1996 are under consideration or are in progress.

There is no right of appeal against a Penalty Notice and a parent/carer can either accept and pay the notice or decline payment.

If the Penalty Notice is not paid in full by the end of the 28-day period, the Local Authority must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Where a penalty notice is withdrawn the recipient will be informed in writing.

If a prosecution is brought and the parent/carer found guilty, then a conviction for an offence under Section 444(1) of the Education Act they may be liable to a fine of up to £1000.

Penalty Notices changes

Changes to Penalty Notices as of August 19th, 2024

Changes to the national threshold for Penalty Notices will come into force in the new academic year. This means that if a student is absent from school for 10 unauthorised sessions, over a rolling 10 school week period, then we can ask for a Penalty Notice to be issued. A school day is made of 2 sessions - am and pm. Or in other words: 1 day of absence = 2 sessions of absence. That means 5 days of unauthorised absence in a 10-week period could result in a penalty notice. It is also important to note that being late to school in the morning (after 9.15am) falls under the unauthorised absence category and will be recorded as 1 session of absence.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period

Please note.

- Penalty Notices are a fine of £160 if paid within 28 days, £80 if paid within 21 days.
- Any second Penalty Notice issued to the same parent for the same child within a rolling 3-year period will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

- There is a national limit of 2 penalty notices to be issued to a parent for the same child within a rolling 3-year period, so at the 3rd, or subsequent offences, another tool will need to be considered such as prosecution or another attendance legal intervention.
- Fines are paid to the local authority – the academy does not receive that money.

Contact us

Address: Nottingham Girls' Academy
Robins Wood Road
Aspley
Nottingham
NG8 3LD

Telephone: (0115) 748 3410 then Option 1

Email: admin@nottinghamgirlsacademy.org
Website: www.nottinghamgirlsacademy.org

Follow us on Twitter: @NottmGirlsAcad

To report a pupil absence call:
(0115) 748 3410 then Option 1

Education Welfare Officer
Mrs J Steeples

Parents/carers should contact us by telephone on the first day and each subsequent day of their child's absence.

The academy should be informed of any planned absence in advance, this includes unavoidable medical appointments during the school day.

Links to other policies that can be found on our website

1. NGA Site Specific Safeguarding Policy
2. NGA Behaviour & Attitudes Policy
3. DfE Working together to improve school attendance document
4. DfE Children Missing in Education document (CME)

Pastoral support contacts

Our pastoral teams are here to support – please this year's pastoral teams:

Year group	Contact Name and email address Head of Year	Contact Name and email address Deputy Head of Year
7	Mrs S Watson swatson@nottinghamgirlsacademy.org	Mrs C Morris cmorris@nottinghamgirlsacademy.org
8	Mrs Asher basher@nottinghamgirlsacademy.org	Ms I Ellis iellis@nottinghamgirlsacademy.org
9	Mrs A Kotze akotze@nottinghamgirlsacademy.org	Ms S Banton sbanton@nottinghamgirlsacademy.org
10	Ms R Gascoyne rgascoyne@nottinghamgirlsacademy.org	Ms D Hartshorn dhartshorn@nottinghamgirlsacademy.org
11	Ms B Oakes (Acting HOY on behalf of Ms C Burton) boakes@nottinghamgirlsacademy.org cburton@nottinghamgirlsacademy.org	Mrs H Haywood-Cupitt Hhaywood-cuppit@nottinghamgirlsacademy.org
6th Form	Ms E Richardson erichardson@nottinghamgirlsacademy.org	Mrs Anyanwu canyanwu@nottinghamgirlsacademy.org

Appendices

Appendix 1 – Attendance Improvement Plan and Parent Contract

Appendix 2 – NGA Absence Request Form

Appendix 3 – Attendance Support within bands

Appendix 4 – Attendance Management Procedures

Appendix 5 – DfE Attendance Codes

Appendix 6 - Attendance Matters - all pupils' table

Appendix 1 – Attendance Improvement Plan and Parent Contract

Pupil Improvement plan

NOTTINGHAM GIRLS' ACADEMY

Pupil Information	Pupils Name	Date of Birth	Age	Year
Present at meeting				
Purpose of document	To determine strategies to improve the attendance of Students name during the academic year			
Current attendance percentage				
Known Barriers to attendance				
Child's View (If Appropriate)				
Parents View				
School's View				
Agreed Actions				
Date Of Next Review	Meeting held			

Pupil Improvement plan

NOTTINGHAM GIRLS' ACADEMY

Pupil (if appropriate)

I ..... confirm that I agree to the above attendance improvement plan and will:

- Attend school regularly in the correct uniform
- Arrive to school on time
- Attend and arrive on time to every lesson ready to learn
- Not leave the classroom or school premises without the permission a member of staff
- Complete all homework to the expected level and hand in on time
- Speak to a member of staff if I have any problems

Signed ..... **(Pupil)** **Date**.....

Parent/Carer

I/we ..... confirm that I/we have parental responsibility and agree to the above attendance improvement plan

I agree that I will...

- Ensure my child will attend school regularly
- Ensure they are wearing the correct uniform
- Ensure my child arrives to school on time
- Contact school at the earliest opportunity should my child be too ill to attend
- Ensure I update the relevant member of staff if there are any changes to my contact details
- Try where possible to make appointments outside of school hours or provide proof of the appointment when this is not possible and ensure my child attends before/after the appointment where possible.
- Contact the Attendance Officer if there are any problems or concerns
- Understand that my child's attendance will be monitored closely and reviewed regularly
- Understand that failure to comply with the above may result in a referral to the Education Welfare Service which could lead to the issuing of a Penalty Notice or prosecution

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

Signed ..... **(Parent(s)/Carer(s)** **Date** .....

School

Staff member.....

- I/we agree to the above attendance improvement plan
- I/we will monitor ..... attendance, which will be reviewed regularly
- If I/we have any concerns, I or someone on my behalf will contact you, the parent/carer immediately
- I/we will keep you informed of the result of any attendance reviews

Signed ..... **Date** .....

Appendix 2 – NGA Absence Request Form

NOTTINGHAM GIRLS' ACADEMY

ABSENCE REQUEST FORM

Please note that absence will only be authorised during term time in ***exceptional circumstances***. This decision is made by the Academy Education Welfare Officer in consultation with the Principal and **additional evidence/documentation to support your request should be provided at the time of the request.**

I request that my child be granted leave of absence from school for the reason and time period detailed below.

Name of pupil: _____ Tutor group: _____

Name of siblings in other year groups: _____

Please return to school by emailing jsteeples@nottinghamgirlsacademy.org giving at least 12 *school* days' notice

First day of absence	
Last day of absence	
Date pupil is returning to school	
Total number of **school** days absent	
Reason for absence	

Please give a *full* explanation why this absence has to be taken during term time: _____

_____

_____

_____

_____

_____

_____

By completing this form I understand that if Nottingham Girls' Academy refuse an application or part of it and I continue to take my child out of school or remain absent beyond the time period granted, the absences will be treated as unauthorised. A pattern of unauthorised absences or a one off absence may lead to a referral to Nottingham City Education Welfare Service for their consideration of legal action or a Fixed Term Penalty Notice.

The Local Authority will act in accordance with The Education (Penalty Notices) (England) Regulations 2012 to issue a Penalty Notice. Penalties are set at £60 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. Where a child resides with two parent/carers a separate penalty notice will be issued to each parent/carer. If the Penalty Notice is not paid in full by the end of the 28 day period the Local Authority must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Where a penalty notice is withdrawn the recipient will be informed in writing.

Signed _____ Date _____

Print Name _____ Parent/Carer (delete as appropriate)

NOTTINGHAM GIRLS' ACADEMY

For the authorisation of Principal / Academy Education Welfare Officer

1) This absence HAS been authorised

2) PART of the absence has been authorised for a period of _____ days.

From_____ to _____

Please note that any absence beyond this date will be unauthorised.

3) This absence HAS NOT been authorised as the reason given does not meet exceptional circumstances.

Signed_____Date_____

Academy Education Welfare Officer in consultation with the Principal

Letter/Email sent to parent/carer on: _____

Appendix 3 – Attendance Support within bands

What happens at each attendance band

100% - Outstanding

- Receive a certificate at the end of each term and announced in the celebration's assembly.

99% - Excellent

- Email home for good attendance and announced in the celebration's assembly.

97% -96% -

- HOY to speak with students over their attendance to see if there is anything that school needs to be aware of. Raise concerns over attendance drop.

96% - 90% -

- Falling attendance letter 1
- Falling Attendance letter 2
- Parent phone call by year team over attendance concerns (meeting if required)
- Decide whether outside agencies are required.

90% &below – Persistently absent

- Persistently absent letter sent.
- Parents invited into school for an attendance meeting to discuss concerns.
- Pupil individual plan developed, and attendance contract signed by parents and students.
- Review meeting every 2-3 weeks.
- JST to meet with student weekly to support with attending school at home or in school.
- Outside agency involvement
- Request meeting with DEWO
- Follow process for penalty fine.

50% - Severely Absent

- JST to meet with student weekly to support with attending school at home or in school.
- Further Outside agency involvement
- More frequent home visits with DEWO
- More frequent meetings with DEWO
- Continue to follow the process for fixed term penalty notices.

Days Absent	Risk of PA Level
1	Low (Risk of PA)
2	Low (Risk of PA)
3	Low (Risk of PA)
4	Low (Risk of PA)
5	Low (Risk of PA)
6	Low (Risk of PA)
7	Low (Risk of PA)
8	Low (Risk of PA)
9	Low (Risk of PA)
10	Moderate (Risk of PA)
11	Moderate (Risk of PA)
12	Moderate (Risk of PA)
13	Moderate (Risk of PA)
14	Moderate (Risk of PA)
15	High (Risk of PA)
16	High (Risk of PA)
17	High (Risk of PA)
18	High (Risk of PA)
19	Persistent Absentee

100-98%	Excellent - Children are accessing all learning opportunities
97-96%	Good - Very few learning opportunities are missed
95-94%	Risk of underachievement. Up to 10 days absent in an academic year
93-92%	High risk of underachievement. Up to 15 days absent in an academic year
91-90%	Severe risk of underachievement. Up to 19 days absent in an academic year
90%	Extreme risk of underachievement. Up to 22 days absent in an academic year

Appendix 4 – Attendance Management Procedures

NGA Daily Attendance Management Procedures

Education Welfare Officer (EWO)
Head of Year (HoY)
Deputy Head of Year (DHoY)
Designated Safeguarding Lead (DSL)
Alternative Provision Coordinator (APC)
Family Support Worker (FSW)

Time	DO	Action	WHO	Monitoring
Period 1 8:55-9:55	Morning registers taken during first 5 minutes of period 1. Vulnerable student list to be checked for absence. Morning calls to support students getting into school. False marks to be checked and verified. Look for attendance patterns of concern, 3 day no contact.	• Class teachers to mark students present or absent on class registers (for am roll call) • EWO to monitor registers being taken.	Class Teacher EWO / DHoY	EWO to monitor teachers with missing or incorrect registers. Weekly meetings between DHoY & EWO Daily trackers
	Late arrivals registered at reception Write back student marks (inVentry)	• EWO to check InVentry and code with L mark (late before registers close) • Detention to be issued on class charts by Pastoral teams.	EWO DHoY/HoY	EWO checks InVentry and updates AM roll call. Pastoral teams to monitor students arriving late on a regular basis through SIMS class marks.

	Initial register check Home visits for vulnerable students (first day absence)	• EWO to liaise with Deputy Heads of Years to chase any missing registers and to make visual checks for key students and update registers	EWO Deputy Heads of Year	Attendance Officers checks that all registers are complete by 9:40am.
	Safeguarding check Vulnerable student list to be checked for absence. Morning calls to support students getting into school. False marks to be checked and verified.	• Pastoral teams to check attendance for all students on the user-defined vulnerable list, complete calls for any absent student. • DSL/HOY to assess risk for absent vulnerable students and notify external agencies. • CME referrals • EHE referrals	DSL HOY AP Coordinator/ Family Support Worker	Education Welfare Officer to check the vulnerable students list to ensure that all vulnerable students have been called and are accounted for. HoY/DHoY DSL
	Incoming attendance calls	• EWO and Pastoral teams to take incoming absence calls on the attendance line and update roll call. •	EWO DHoY / HoY	Education Welfare Officer to monitor completion of am roll call.
	First strike calls	• Admin to call parents for students who are absent. • Second calls made to chase up not response for first call	Admin team EWO / DHoY	DHoY/HoY/EWO
	Alternative Provision attendance check	• APC to check attendance of students attending alternative provision as per agreed method laid out in the SLA. • Place attendance on C-POMS	APC EWO to request marks from APC EWO support with home contact and home visits	Education Welfare Officer to check the vulnerable students list to ensure that all vulnerable students have been called and are accounted for.

		• Complete AP attendance tracker on Teams.		DHoY
9.55am	PA First Strike Calls	• HoY/DHoY to make additional calls to PA's as needed. • Undertake home visits to support APC when required.	HoY/ DHoY/ EWO APC	Education Welfare Officer DHoY
9.55am – 3pm	Attendance Interventions	• DHoY/HoY /Education Welfare Officers complete attendance intervention tasks: - Update of attendance tracker - Notify EWO for any communication to be sent out on group call. - Letters to be sent - Meetings with students and parents to produce Attendance Improvement Plans - Home visits (for students with 3 days no contact) - Unauthorised holiday, CME and EHE referrals as required. - 1-1 Meetings with students - Parent meetings - Parent phone calls - Complete pupil improvement plan.	Education Welfare Officer DHoY	Education Welfare Officer to monitor interventions through weekly line management meetings with DHoY

		- Weekly tutor rewards. - Individual students' rewards • Penalty notice requests		
10.30 – 11.00am	Second Safeguarding Check	• DSL to be informed of any unexplained absences of vulnerable students deemed at risk. • DSL/EWO to risk assess and decide if further follow up actions (Safe & Well Check etc.) are required • False marks to be checked and verified.	Family Support Workers Safeguarding Officers HoY/DHoY	EWO DSL HoY DHoY
1.15pm – 2.30pm	Ensure all period 5 4 registration marks are completed.	• EWO and attendance admin identify incomplete registers • Direct P4 and P5 On Call to chase any missing marks and update registers accordingly. • Log all registers that are incomplete. • False marks to be checked and verified. • Students missing from lesson to be located	EWO HoY/DHoY	Monitored by EWO P4 and P5 on call staff to chase incomplete registers.
1.15pm – 1.30pm	PM Safeguarding Check	• Vulnerable student user defined group monitored to identify any discrepancies from AM roll call. • Place attendance concerns onto C-POMS • Wellbeing calls	EWO DHoY/ HoY	Monitored by EWO. Any concerns raised with DSL.

Evening	Summarise Daily Attendance	• Email to all SLT with breakdown of attendance for day.	EWO	Attendance Lead

Roles and Responsibilities

	Daily	**Weekly**	**Half-termly**
Tutors	Accurate completion of pm roll call Discussions with students with recent absence. Support students complete their attendance daily log	Discussions with students with less than 97% Complete attendance data on door	Early Help Assessment of Needs with students with 2% unauthorised absence to provide support and intervention.
Deputy Head of Year EWO	Support with first strike by visual check on students and chasing completion of registers	Completion of any Attendance Improvement Plans as directed by the EWO	Attendance rewards
Head of Year and EWO	Overview of first strike calls being made. Support with challenging parental calls	Review and analysis of weekly data for year group, to include late marks and overall attendance. Communication of data to tutors and students. Completion of any Attendance Support Plans.	Attendance reward celebration in assembly. Other rewards as agreed with Senior Deputy Head of Year in charge of attendance
Pastoral teams / DSL and EWO	First strike calls for all children on a Child Protection Plan, Child in Need Plan, Early Help plan and other students identified as being vulnerable. First strike calls for LAC students Check of AP attendance	Review of attendance concerns with Safeguarding Officers in weekly DDSL review meetings)	Ensure all CHE, EHE PN are logged on tracking sheet and C-POMS
DHoY/HoY SLT leads EWO	Welfare calls to all students on a suspension.	Twice daily calls Home visits if not been able to make contact	
Education Welfare Officer	Check all attendance for students being case managed (less than 89%) Check the attendance for all vulnerable students	Attendance meetings with DHOY. Line management meeting with Assistant Principal Behaviour & Attitudes (weekly)	Oversight of attendance concerns texts/emails and attendance support letters.

	Quality assures attendance codes in SIMS. Provide a daily overview of attendance data. Oversee the attendance of students who are on the Vulnerable Learner List. Track, monitor and have oversight of the attendance of Alternative Provision students Identify students with 3 day no contact and arrange home visits. Liaise with Council EWO.	Analysis of attendance data to inform improvement strategies and update tracker. Weekly tutor group attendance/whole school attendance data out to all staff Review of all attendance support plans in place.	Support Heads of Year with attendance celebration. Update PA lists. Targeted Support Meetings with the Local Authority Education Welfare Officer.
	Check all attendance on SIMS. Ensure that data is inputted daily with notification of absence put onto Lesson Monitor and coded correctly in-line with statutory guidance. Ensure all missing registers are completed with the support of the student care team. Check the attendance for vulnerable students and liaise with the safeguarding team where concerns arise. Chase up unexplained absence for PA's Complete first day phone calls for persistent absentees and follow up any unexplained absences. Identify students with 3 day no contact and arrange home visits.	Line management meeting with the Education Welfare Officer. Analyse attendance data on the tracker and update with concerns and strategies to improve attendance. Completion of any Attendance Improvement Plans.	Compile and distribute the PA student lists. Identify students requiring attendance concern texts and letters for all students meeting thresholds for unauthorised absence. Attendance assembly Attendance matters in tutor groups.

	Support with checking completion of am and pm roll call and alerting on call to untaken registers. Chase up holiday request forms and evidence		Liaise with Council EWO. Meetings with Council EWO to discuss most difficult students.
	Daily first strike calls and texts Monitoring of am roll call Code absence accordingly		

Appendix 5 - DfE Attendance Codes

Code	Definition	Scenario
/	Student present AM	Student is present at morning registration
\	Student present PM	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting Activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work Experience	Student is on a work experience placement

Authorised absence codes:

Code	Definition	Scenario
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious Observance	Student is taking part in a day of religious observance
S	Study leave	Year 11/13 student is on study leave during their public examinations

T	Gypsy, Roma, and Traveller absence	Student from a Traveller community is travelling, as agreed with the school

Unauthorised absence codes:

Code	Definition	Scenario
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel because of a local/national emergency, or student is in custody
Z	Pupil not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day/COVID 19

Appendix 6 - Attendance Matters - all pupils' table

At NGA Attendance is everyone's responsibility. This is the Government's expectations around who and what we can all do to support our children's attendance and ensuring that they are in school, every day, where possible.

All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.