



St Anne's
Church of England Academy

The best for everyone
The best from everyone
We have faith in our future

ATTENDANCE AND PUNCTUALITY POLICY

Policy approved by	Local Governing Committee
Date of Approval	26 th March 2024
Next Review Date	Spring 2027

Contents

1. Aims of the Attendance Policy.....	1
2. Legislation and guidance.....	1
3. The Law on school attendance	1
4. Legal sanctions to secure school attendance	2
5. The link between good attendance and achievement.....	2
6. The link between Safeguarding and attendance.....	3
7. Recording attendance and absence.....	3
8. Engaging parents/carers to secure and maintain good attendance	6
9. Additional support for pupils with medical conditions or SEND	6
10. Our focus on persistent and severe absence	7
11. Roles and Responsibilities	7
12. Punctuality	9
13. A note on Elective Home Education	10
14. A note on In-Year Transfer applications	11
Appendix 1: Attendance Codes.....	12
Appendix 2: Attendance Diamond.....	14
Appendix 3: Attendance Matters	15
Appendix 4: Working together to improve attendance	16
Appendix 5: Absence Reporting Routes and Key Contact Information	17

1. Aims of the Attendance Policy

Every Day Matters. School success starts with attendance.

Securing good attendance for all pupils is a key priority and improving attendance is everyone's business.

Good attendance maximises pupil potential and allows school, parents/carers and pupils to work together so that every pupil can achieve their best.

This Policy outlines our commitment to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent and severe absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Being aware that low attendance may be an indicator of other issues and removing barriers that prevent pupils being their best

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending school and lessons on time.

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](#). The policy is underpinned by the following legislation and guidance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Keeping Children Safe in Education](#) (2021)
- [Working Together to Safeguard Children](#) (2018)
- [DfE School attendance: main guidance](#) (May 2022)
- [Improving school attendance: DfE support for schools and local authorities](#) (May 2022)
- [Working together to improve school attendance](#) (Sep 2022)
- [The link between absence and attainment](#)

3. The Law on school attendance

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend school every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

This means that all pupils on the school register are expected to attend school every day. Absence from school should be the exception rather than the norm.

4. Legal sanctions to secure school attendance

The school or Local Authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

Penalty notices can be issued by a headteacher, Local Authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

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

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

5. The link between good attendance and achievement

'Good' attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

At St Anne's Church of England Academy we consider **'good'** attendance to be attendance above **97.0%**. Attendance below 97.0% is therefore not good enough and requires improvement.

Research demonstrates that the pupils with the highest attainment at the end of key stage 4 (Year 11) have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS4, pupils **not** achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

The table below highlights the lost learning caused by absence from school and the associated risks of underachievement. This underlines the need for pupils to attend school every day.

Descriptor/ Attendance Group	% Attendance (out of 190 days)	Days Present (out of 190 days)	Days Absent (out of 190 days)	Lost learning (hours/ lessons missed)	Risk of underachievement
Perfect	100%	190	0	0	<i>none</i>
Excellent	98.0 - 99.9%	187 - 189	1 - 3	5 - 15	<i>none</i>
Good	97.0 - 97.9%	184 - 186	4 - 6	20 - 30	<i>none</i>
Requires Improvement	95.0 - 96.9%	180 - 183	7 - 10	35 - 50	<i>some</i>
Requires Improvement	93.0 - 94.9%	177 - 179	11 - 13	55 - 65	<i>serious</i>
Requires Improvement	90.0 - 92.9%	171 - 176	14 - 18	70 - 90	<i>severe</i>
Inadequate (P.A.)	< 90.0%	no more than 170	19 +	at least 95	<i>extreme (court action)</i>

Note: figures are approximate.

6. The link between Safeguarding and attendance

Absence from school may mean that a pupil is more at risk of harm. Research has shown associations between regular absence from school and a number of extra-familial harms including crime. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Attending school every day helps to keep all children safe.

7. Recording attendance and absence

Attendance register

In line with national guidance St Anne's will keep an attendance register and place all pupils onto this register on the first day they attend school.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Note. Lesson registers will be taken during every lesson and will be used to monitor punctuality and detect truancy.

See appendix 1 for the DfE attendance codes.

Absence

The law says that all students must attend school every day that school is open. This supports students achieving their best. Therefore, absences must be kept to a minimum and should be the exception.

There are two types of absence from school and only schools can determine whether absence is authorised or not.

Authorised absence is where a pupil's absence has been authorised (allowed). This can only apply to one of a specific set of reasons.

Unauthorised absence is where a pupil's absence is not authorised (allowed) or the reason provided has not been accepted as valid by school, or where the reasons for a pupil's absence has not been provided and cannot be established.

When a student is absent for example because of illness, parents/carers must telephone the school that same morning before 8.30am. Parents/carers need to report the absence to the Pastoral Year Leader for their child's year group by phoning school: **0161 643 2643**

The NHS has produced some guidance to help parents understand when their child can and cannot attend school which you may find useful: <https://www.nhs.uk/live-well/healthybody/is-my-child-too-ill-for-school/>.

Planned absence

Only exceptional circumstances warrant a child being absent from school.

Appointments

Parents/carers are encouraged to make routine appointments out of school hours to avoid pupils missing lessons. This helps avoid any gaps in knowledge and understanding developing and helps pupils avoid falling behind. Only emergency appointments for dentists, opticians and doctors should be made during school hours and parents/carers are expected to provide as much advance notice as possible.

Evidence for any appointment will always be asked for and should be brought into school prior to the event e.g. letter, appointment card or prescription to allow any such absence to be authorised.

Pupil's should only be out of school for the minimum amount of time necessary and to satisfy our safeguarding procedures should be collected and signed out of school and signed back in again by a parent/carer or other nominated adult.

Holidays during term time

Pupils do not attend school for 13 weeks of the year. Please arrange family holidays during this time, as St Anne's cannot authorise absence during term time for routine holidays.

- The law says that parents/carers should plan their holidays around school breaks and should avoid seeking permission from school to take their children out of school during term time unless it is absolutely unavoidable.
- The law gives no entitlement to parents/carers to take their child on holiday during term time and parents/carers must get permission from the Headteacher, however holidays in term time will not be routinely authorised.
- Parents/carers can be fined for taking their child on holiday during term time without the school's permission.

St Anne's fully appreciates that there are a number of reasons why a family may seek a holiday during term time, including the financial difficulties that some parents/carers face when booking holidays during school holidays. However, the Local Authority continues to monitor all school absences and will challenge all schools and parents/carers that do not adhere to Government legislation. They do this to secure improved attendance and educational achievement for all students in the Borough of Rochdale.

Should they wish to do so, parents/carers should submit a request for a leave of absence for the purpose of a family holiday in writing. This should be made to the Headteacher care of the pupil's Pastoral Year Leader giving as much advance notice as possible.

Such requests are not usually authorised, except in exceptional circumstances and it's up to the Headteacher how many days a pupil can be away from school if leave is granted. This is normally never more than 5 days.

In line with local and national Government guidance, St Anne's does not class routine family holidays as exceptional.

The following circumstances are also not considered exceptional:

- family weddings
- parents or carers patterns of work, including holiday patterns, unless they are a member of the armed services
- reduced costs or decisions relating to finance of holidays during term time

'Exceptional circumstances' are considered rare, significant, unavoidable and short, and any resulting absence from school could not reasonably be scheduled at another time.

It is particularly important that pupils do not miss the start of terms due to extended holidays, especially in September, as this can be particularly disruptive and unsettling for children.

Parents/carers should also remember that GCSE examinations do not finish until the end of June each year and students in Year 10 and Year 11 should not miss school due to holidays at any time.

Following the Isle of Wight vs Platt court case in 2016, Fixed Penalty Notice fines for holidays during term time were suspended until the Supreme Court ruled on this matter. The Supreme Court subsequently overturned the decision of

the High Court. This means that Rochdale Local Authority and Educational Welfare Service have reinstated holiday Fixed Penalty Notice fines.

Parents/carers should therefore expect to receive a Fixed Penalty Notice fine from Rochdale Local Authority if they take their child out of school during term time without authorisation from the school for 10 sessions (5 school days) or more. The fine is currently £60 per child per parent/carer if paid within 21 days and £120 if paid between 22 and 28 days. Failure to pay the fine could lead to prosecution in Magistrate's Court.

No warning will be given by the Local Authority prior to a fine being issued because parents/carers have been informed that this will happen via the school website and this Policy.

Further information on this matter is available at the Department for Education's website:
<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Religious observance

Requests for absence exclusively for religious observance must be made in advance in writing to the Headteacher care of the pupil's Pastoral Year Leader. Permission is granted at the Headteacher's discretion and only for those days set apart exclusively for religious observance. If granted, these absences count against the pupil's attendance in line with national guidance.

If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

Traveller absence

This covers traveller pupils travelling for occupational purposes – including Roma, English and Welsh Travellers, 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 school in advance, but it is not known whether the pupil is attending educational provision.

Other planned absence

Requests for absence for acting, modelling, sporting engagements or other commitments/interests should be submitted in advance in writing to the Headteacher care of the pupil's Pastoral Year Leader. Such requests for absence will be considered individually and will consider the impact of absence on a pupil's progress. Note: Absence will not usually be authorised on or just before exam periods.

Following up absence

Where any pupil we expect to attend school does not attend, or stops attending, the school will: Follow up on their absence with their parent/carer to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Unexplained and unexpected absence/s

If school has not had contact from parent/carers to inform us of a pupil's absence by 8.30 on the first day of absence we will:

Day 1: Contact parents/carers by telephone to confirm a pupil's absence, the reason for this absence and the expected date of return. This usually takes place between 09.00 – 09.30.

Day 2: If a pupil is still absent and we have been unable to speak to a pupil's parent/carer on Day 1 a further attempt to contact parents/carers will be made.

Day 3: If a pupil is still absent and school has been unable to speak to a pupil's parent/carer the Attendance Officer will undertake a home visit to find out the nature of the absence.

We will continue to contact all known numbers for the pupil until we make contact with parents/carers or establish that the pupil is missing.

If we are unable to obtain a satisfactory explanation for a pupil's absence, they are considered missing in education. The school will work with the Local Authority and other partners as appropriate to find out the reason for the pupil's absence and get them back into school as soon as possible.

8. Engaging parents/carers to secure and maintain good attendance

"The barriers to accessing education can be wide and complex, both within and beyond the school gates, and may be specific to individual pupils and families."

Working Together to Improve School Attendance

When a pupil's attendance does not meet expectations and there is an attendance concern we will seek to engage with families, understand barriers to attendance and work together to remove them. At all stages we will endeavour to build strong and trusting relationships with parents/carers so that we can work together to put the right support in place and allow our pupils to thrive and be their best.

In the first instance school will support pupils and parents/carers by, for example:

- Working together to understand and address any in-school barriers to attendance
- Working together to understand and address any out-of-school barriers to attendance
- Meeting with those at risk of persistent or severe absence and agreeing actions or interventions to improve the situation
- Making referrals to services and organisations that can provide support

Where absence intensifies, school will provide additional support, such as:

- Holding more formal conversations with the parents and pupils
- Working with the Local Authority (LA) in Rochdale and other relevant partners

Where voluntary support has not been effective and/or not been engaged with, school will work with Rochdale LA to put formal support in place. For example:

- Use a parenting contract or an education supervision order
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe

At St Anne's we use an attendance tracker and traffic light Attendance Diamond to monitor attendance and deploy support and interventions. See Appendix 2 and 3.

9. Additional support for pupils with medical conditions or SEND

St Anne's is aware of the additional barriers to attendance that pupils with medical conditions or SEND may face. In such cases, and on receipt of supporting medical evidence or documentation, we will put additional, tailored support in place where necessary. For example, this support may include:

- Making reasonable adjustments where a pupil has a disability or put in place an individual healthcare plan where needed
- Work with parents/carers to develop specific support approaches for attendance for pupils with special educational needs and/or disabilities (SEND)

In particular, pupils with long term illness (both physical or mental health related) or other health needs may need additional support to continue education, such as alternative provision arranged by the Local Authority. Local

Authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. St Anne’s will refer pupils to the Local Authority when it is clear that the pupil will be away from school for 15 days or more, whether consecutive or cumulative due to health needs.

10. Our focus on persistent and severe absence

To support all pupils be their best St Anne’s will pay particular attention to persistently and severely absent pupils.

- **Persistent** absence refers to pupils who **miss 10% or more** of school and do not attend school regularly
 - Pupils who are persistently absent (persistent absentees) will have an attendance rate **below 90%**
 - This is the equivalent of missing 38 sessions or 19 days (95 lessons) over an academic year
 - This is the equivalent of a pupil being absent 1 day or more every two weeks across a full school year
- **Severe** absence refers to pupils who **miss 50% or more** of school
 - Students who are severely absent (severe absentees) will have an attendance rate **below 50%**
 - This is the equivalent of missing 190 sessions or 95 days (475 lessons) over an academic year

In the first instance, St Anne’s will:

- proactively use data to identify pupils at risk of poor attendance and work with them to understand and address the reasons for absence
- Signpost and support pupils and parents to access any required services, where we have identified out-of-school barriers

Where a pupil is **persistently absent**, St Anne’s will also:

- Put additional targeted support in place to remove any barriers
- Work with the LA on legal intervention where support is not working or being engaged with
- Intensify support through statutory children's social care, where there are safeguarding concerns

Where a pupil is **severely absent**, St Anne’s will follow the approach above for persistently absent pupils **and** agree a joint approach with the LA.

The type of support school and other partners may provide includes:

- A whole family plan
- An education, health and care (EHC) plan
- Alternative provision

11. Roles and Responsibilities

All stakeholders play a vital role in ensuring students are attending school regularly and are punctual to school. The key responsibilities of each stakeholder at St Anne’s Church of England Academy are summarised below.

Who	What
Students	<ul style="list-style-type: none"> • Attend school every day • Arrive to school early or on time, by 08.25, every day • Be in Form Room in time for Registration or Assembly at 08.30 • Wear full school uniform and be equipped for learning every day • Be on time for every lesson, every day • Inform their Form Tutor in advance if there are any reasons which might prevent them from coming into school
Parents/ Carers	<ul style="list-style-type: none"> • Provide the school with up-to-date home and emergency contact details. • Ensure their child attends school every day and arrives on time

	<ul style="list-style-type: none"> • Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness) • Contact school on the first and each subsequent day of absence, unless a definite return date is known and provided • Contact the school whenever any problems occur that may affect your child's attendance or performance in school • Cooperate with the school if your child's attendance or punctuality is unsatisfactory • Attend meetings as invited and as necessary • Only request leave of absence in exceptional circumstances and do so in advance • Book any medical appointments around the school day where possible • Proactively engage with the support offered to prevent the need for more formal support
Form Tutors	<ul style="list-style-type: none"> • Model high expectations by arriving to Form Time or Tutorial on time • Complete register as soon as possible each day, within 5 minutes, including Assembly day • Amend register by recording students who arrive late before the end of Form (use L code) • Ensure attendance has a high profile in Form Time • Praise students for punctuality and good attendance, including improvements to attendance • Use the Attendance Tracker to regularly inform pupils of their attendance • Sensitively acknowledge every absence with students on their return • Support students who return to school following prolonged absences • Identify patterns and trends in absence and share all concerns with the Pastoral Year Leader • Ensure attendance information/display is up to date in Form Room including displaying individual student attendance on Attendance Diamond poster
Class Teachers	<ul style="list-style-type: none"> • Ensure that all lesson registers are completed on SIMS for every lesson on a timely basis (within 5 minutes of the start of the lesson) • Check previous lesson registers for potential missing students (truancy) • Report known or suspected truancy via Learning Support • Amend register on SIMS to record late arrivals • Record late arrivals on Class Charts and issue consequence • Share concerns about students who are regularly absent from class with Subject/Faculty Leader • Support students to catch up on missed work due to absence, as appropriate
Pastoral Year Leader	<ul style="list-style-type: none"> • Maintains an overview of the attendance of the pupils in their year group and communicates matters of attendance and punctuality to Form Tutors • Praises and celebrates attendance and punctuality through the school's rewards systems and celebration assemblies for their year group • Completes absence calls to follow up absence • Lead supervision of late reflection/detention for year group at Break and after school • Discuss attendance and absence issues with targeted students as and when required • Communicate with parents/carers as and when required • Offers appropriate support around improving attendance in relation to the school's traffic light system for pupil's in their year group. • Monitor attendance and punctuality in their year group, with a focus on students approaching PA (90%) • Liaise with Attendance Officer to share information and agree joint actions re action plans for students causing concern
Attendance Officer	<ul style="list-style-type: none"> • Identify students who are absent without reason (by 10.00) • Liaise with any external alternative provision providers to establish attendance of any pupil who is accessing external AP; follow up absence in line with policy • Complete administration of attendance in SIMS (log attendance messages etc.) • Direct First Day Absence contacts to all pupils with unexplained absence • Send attendance text messages • Undertake home visits, prioritising vulnerable students • Ensure staff have completed AM/PM sessional registers • Makes contact with the families in response to allocated referrals through home visits and/or meetings in school. <p>Liaises with the Education Welfare Officer. Prepares the appropriate paperwork and present</p>

	<p>information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, and, if appropriate, the completion of Early Help referrals.</p> <ul style="list-style-type: none"> • Log attendance of all students signing in/out for any reason e.g. medical, dental, visits, trips • Audit 'Official Register' report to ensure attendance marks recorded in SIMS are accurate • Share absences with SLT, Year Leaders and Form Tutors • Updates school records, analyses attendance data and provide reports to the senior leadership team and other professionals.
Punctuality Officer	<ul style="list-style-type: none"> • Support PSO (Attendance) with attendance admin in morning • Record lates before and after close of registration in SIMS • Send late text messages to parents/carers • Administer late reflection/detention and share daily late list with Pastoral Year Leaders • Lead on punctuality interventions
Safeguarding and Welfare Officer	<ul style="list-style-type: none"> • Monitor attendance and punctuality of vulnerable pupils, including looked after children • Safeguarding monitoring and tracking of students with 10 and 20 sessions missed (5 and 10 days) • Liaise with EWS and Attendance Officer regarding children missing education • Support Pastoral Year Leaders in securing good attendance across year groups by liaising with them and other professionals to remove barriers
SENCO	<ul style="list-style-type: none"> • Monitor the attendance of all students with SEN status and especially those with an EHCP • Liaise with Attendance Officer regarding students with attendance concerns • Liaise with Pastoral Year Leader regarding strategies for specific students
SLT Leadership Links	<ul style="list-style-type: none"> • Monitor attendance of assigned link year group • Support Pastoral Year Leader in attendance matters if required • Lead attendance meetings with students and parents/carers as required to secure attendance improvements
SLT Attendance Lead/Champion	<ul style="list-style-type: none"> • Strategically lead and champion attendance matters across the school • Meet with Attendance Officer weekly • Review official register report regularly • Liaise with EWO regarding attendance issues • Update SLT with a focus on strategic leadership and impact and outcome of actions
Headteacher	<ul style="list-style-type: none"> • Ensures the policy is implemented consistently across the school and for monitoring school level absence data. The Headteacher also supports other staff in monitoring attendance and the issuing of fixed penalty notices where necessary
Governors	<ul style="list-style-type: none"> • Monitors attendance data on a termly basis and holds the Headteacher and SLT to account for the implementation of this policy.
Educational Welfare Officer	<ul style="list-style-type: none"> • Communicate with Pastoral Year Leaders regularly regarding attendance issues • Meet with Attendance Officer to provide support and guidance • Meet with Deputy Headteacher regarding development of attendance policies and procedures and ensure that attendance is a key driver of school improvement and provide support and guidance to Senior Leadership Team • Liaison with other professionals • Fulfil statutory duties; issuing FPN, preparing court reports and legal files, updating legal actions • Meetings and Review meetings with parents and carers as required

12. Punctuality

'Slow to arrive means slow to learn.'

Arriving to school and lessons on time ready to learn is essential for good teaching and learning to take place and for pupils to achieve their best. Arriving late can be a sign of a poor attitude to learning and must not be allowed to become a habit.

The formal start of the school day is 08.30. It is our expectation that pupils arrive and are on site by 08.25 to ensure a positive start to learning. Pupils are recorded late if they arrive after 08.30.

Late to school

Late arrival before 08.50 – Break time detention

- Pupils who arrive late between 08.30 and 08.50 should enter the building through the designated Late Gate and sign in. Students issued with late slip for same day Break time detention as a consequence for lateness. Pupils move to Form Room from Late Gate.
- During detention pupil's complete punctuality reflection task.

Late arrival after 08.50 – After school detention

- Pupils who arrive late after 08.50 should enter the building through Reception and sign in using the inventory system. Pupils are issued with late slip for same day 30min after school detention as a consequence for lateness. Slip issued by Reception staff. Pupils move to Form Room from Reception.
- During detention students complete punctuality reflection task.

Late to lessons

Pupils who are up to 5 minutes late to class will be dealt with by the Class Teacher in the first instance.

Pupils who are late by more than 5 minutes will be marked as late (L) on the lesson register as well as on Class Charts. Pupils will be issued with a Department Detention supported by the Subject Leader if necessary. Non-compliance, failure to attend and persistent lateness should be escalated within the Subject or Faculty area in the first instance.

Students who are late to class by more than 5 minutes on two occasions in a day will be issued with an Academy Detention.

13. A note on Elective Home Education

It is the responsibility of parents/carers to ensure their child/ren is/are in receipt of a suitable and efficient education. This means that parents/carers must arrange an education that suits the age, ability and needs of their child/ren.

At St Anne's we believe that children and young people should attend school for their educational progress, for their wellbeing, and for their wider development.

Some parents/carers may consider educating their child at home. We respect that elective home education is the legal right of a parent/carer, however it is not something that we recommend or encourage.

Please Note: pupils must continue to attend school every day they are on the roll of a school, even if a parent/carer is considering home education. This cannot be a reason or a barrier to them attending.

Officers within Rochdale Borough Council's Fair Access Team are available to offer advice and support to parents/carers who wish to discuss all aspects of home education before making a formal decision.

We encourage parents to discuss elective home education with Caroline Hamnett on 01706 925139 or ehe@rochdale.gov.uk in the first instance.

Additional information relating to elective home education can also be provided by the Education Welfare Service on 01706 925115 or education.welfare@rochdale.gov.uk .

14. A note on In-Year Transfer applications

Due to mobility sometimes pupils transfer schools within the academic year.

Please Note: pupils must continue to attend school every day they are on the roll of a school, even if a parent/carer has submitted an in year transfer application, unless the pupil has moved away out of the borough.

This cannot be a reason or a barrier to them attending, and it is essential to support a smooth transition from one school to another and also to mitigate against any safeguarding issues.

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

'Present' Codes Summary

Present

The following attendance codes count as a statistical 'present' mark and mean a pupil is in school and has attended school or other agreed educational provision on the day or session awarded:

Code	Meaning and Scenario
/	Present for morning registration and session. <i>Pupil is present in school; (1st half day – morning; 08.30-12.00)</i>
\	Present for afternoon registration and session. <i>Pupil is present in school; (2nd half day – afternoon; 12.00-14.40)</i>
L	Late arrival before the register closed. <i>Pupil arrives late to school before register has closed</i>

'Attending an approved educational activity' Attendance Codes Summary

The following attendance codes count as a statistical 'present' mark and mean a pupil has attended an approved educational provision on the day or session awarded:

Code	Meaning and Scenario
B	Off -site educational activity. <i>Pupil is at a supervised off-site educational activity approved by the school</i>
J	Interview. <i>Pupil has an interview with a prospective employer/educational establishment or provider</i>
P	Participating in a supervised sporting activity. <i>Pupil is participating in a supervised sporting activity approved by the school</i>
V	Educational visit or trip. <i>Pupil is on an educational visit/trip organised, or approved, by the school</i>
W	Work experience. <i>Pupil is on a work experience placement</i>

'Absent' Codes Summary

Authorised absence

The following attendance codes count as a statistical **authorised** (allowed) 'absent' mark and means a pupil is not in school or has not attended school on the day or session awarded, with permission:

Code	Meaning and Scenario
C	Leave of absence granted by the school. <i>Pupil has been granted a leave of absence due to exceptional circumstances</i>
H	Holiday (leave of absence for holiday agreed and approved in advance). <i>Pupil has been allowed to go on holiday due to exceptional circumstances (up to 10 days)</i>
E	Excluded (suspended). <i>Pupil has been suspended but no alternative provision has been made</i>
I	Illness, sickness (not medical or dental appointment) <i>Pupil is unable to attend due to illness and school has been notified</i>

M	Medical or dental appointment. <i>Pupil is at a medical or dental appointment</i>
R	Religious observance , for major religious day or festival as requested in advance and agreed. <i>Pupil is taking part in a day of religious observance</i>
S	Study leave. (For use in Year 11 only) <i>Year 11 pupil is on study leave during the public examinations period</i>
T	Traveller absence (Gypsies, Travellers, Showmen, Bargees and New Travellers) <i>Pupil from a Traveller community is travelling, as agreed with the school</i>

Unauthorized absence

The following attendance codes count as a statistical **unauthorized** (not allowed) 'absent' mark and means a pupil is not in school or has not attended school on the day or session awarded:

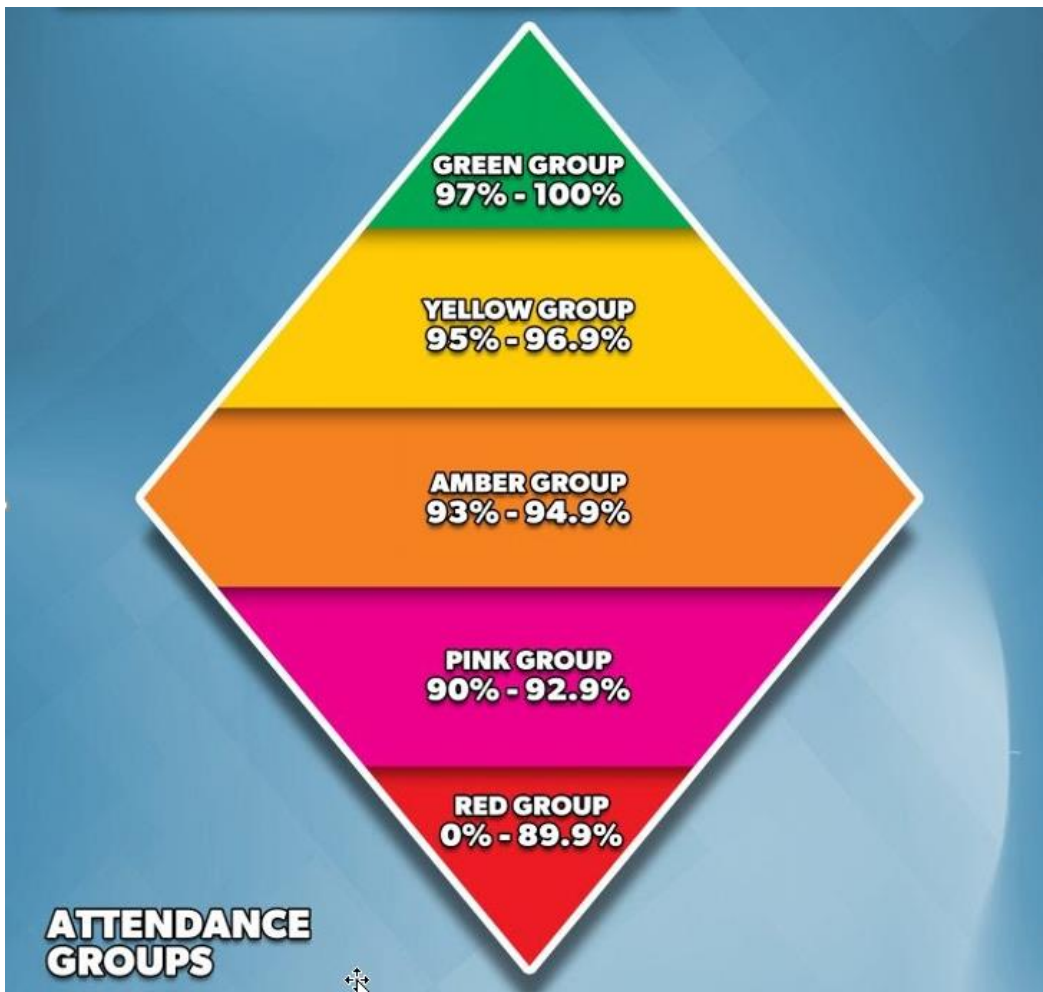
Code	Meaning and Scenario
G	Holiday, not agreed or approved in advance or in excess of what was agreed <i>Pupil is on a holiday that was not approved by the school</i>
N	Reason for absence not yet provided (no reason yet provided for absence) [interim mark]. <i>Pupil is absent for an unknown reason (this code will 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 – 5 working days)</i>
O	Absent without authorisation (unauthorized absence). <i>No reason has been established or school is not satisfied with reason for pupil's absence or believe that the reason provided is not a valid reason for the pupil to be absent</i>
U	Late arrival after the register closed. <i>Pupil arrives late to school after register has closed and has missed Lesson 1.</i>

Other Attendance Codes

The following attendance and administrative codes are not counted for statistical purposes (neither present or absent) and mean a pupil has not attended school on the day or session awarded:

Code	Meaning and Scenario
Y	Unable to attend due to exceptional circumstances. <i>Pupil is not able to attend school due to an exceptional circumstance beyond the control of either the pupil or the family or the school</i>
X	Not required to be in school. <i>Pupil of non-compulsory school age is not required to attend</i>
Z	Pupil not on admission register. <i>Register set up but a prospective pupil has not yet joined the school</i>
#	Planned school closure <i>Whole or partial school closure planned in advance</i>

Appendix 2: Attendance Diamond



Attendance Matters



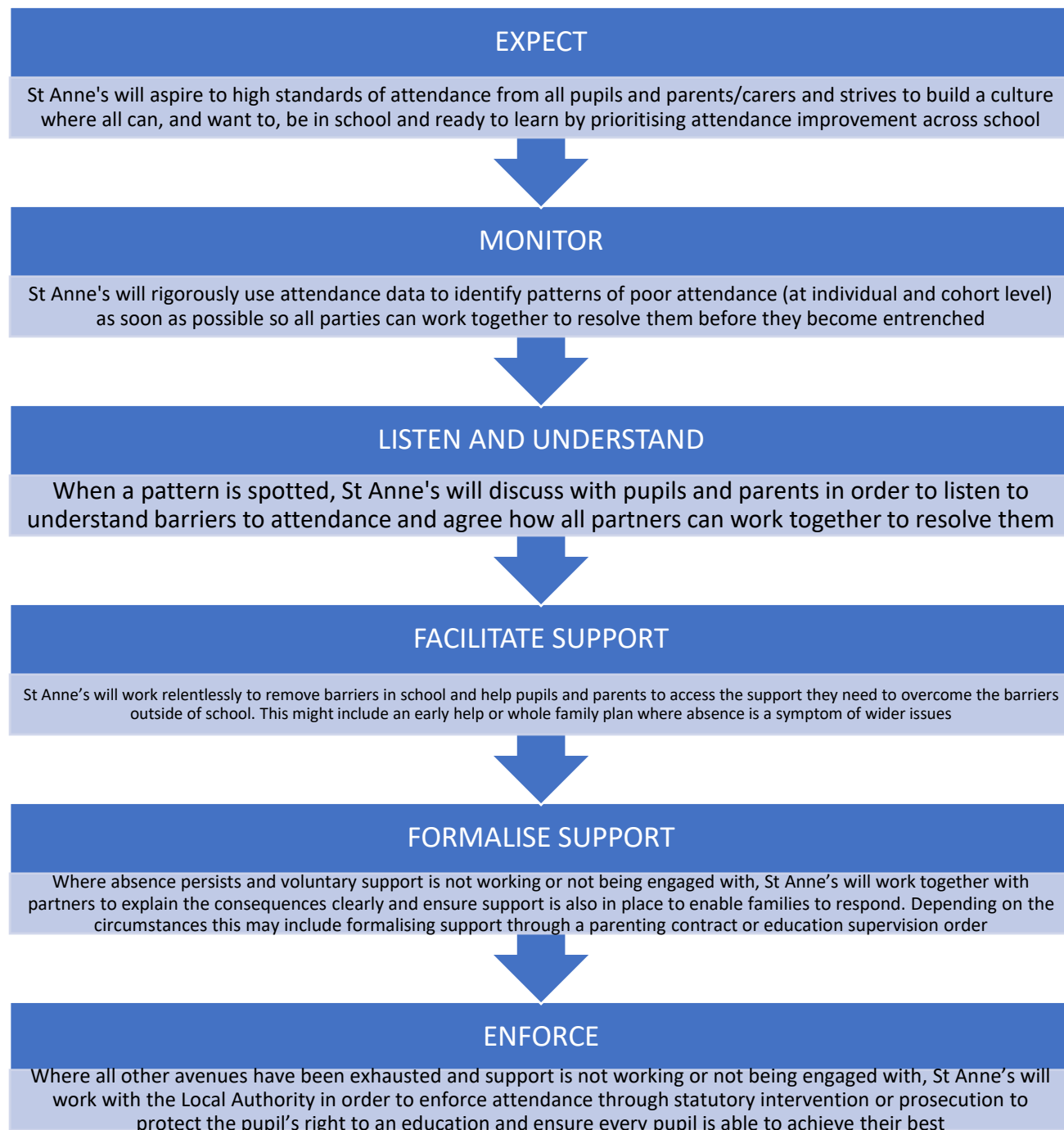
Sol Attendance
Sustainable impact

100%	0 DAYS	0 LESSONS MISSED
99%	1 DAY	5 LESSONS MISSED
98%	3 DAYS	15 LESSONS MISSED
97%	1 WEEK	25 LESSONS MISSED
96%	1.5 WEEK	37.5 LESSONS MISSED
94%	2 WEEKS	50 LESSONS MISSED
93%	2.5 WEEKS	62.5 LESSONS MISSED
92%	3 WEEKS	75 LESSONS MISSED
90%	3.5 WEEKS	82.5 LESSONS MISSED

**Maximise your potential.
Attend the Academy Every Day.**

Appendix 4: Working together to improve attendance

St Anne's recognises that successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires school and local partners to work collaboratively with, not against families. DfE guidance sets out how St Anne's should work together with other partners to:



Appendix 5: Absence Reporting Routes and Key Contact Information

Address: St Anne’s Church of England Academy, Hollin Lane, Middleton, Greater Manchester, M24 6XN

Tel: 0161 643 2643

Email: admin@stannesacademy.org.uk

Web: www.stannesacademy.org.uk

Headteacher: Mr Chris Heyes

How to report and absence

To report a pupil’s absence parents/carers must contact school before 08.30 on each day of absence: **0161 643 2643**

How to request a leave of absence

Leave of absence requests for a planned absence should be made in writing in advance to the Headteacher care of the pupil’s Pastoral Year Leader.

Who to contact to discuss attendance matters

Pupils and parents/carers should contact the relevant Pastoral Year Leader to talk about attendance on a day to day basis:

Year Group	Pastoral Year Leader	e-mail address
Year 7	Mr C Houghton	choughton@stannesacademy.org.uk
Year 8	Miss C O’Donnell	codonell@stannesacademy.org.uk
Year 9	Mr R Cowling	rcowling@stannesacademy.org.uk
Year 10	Mr M Ashton	mashton@stannesacademy.org.uk
Year 11	Miss J Gibbons	jgibbons@stannesacademy.org.uk

The **senior leader** with strategic responsibility for attendance at St Anne’s is:

Mr Andrew Chapman, Deputy Headteacher (achapman@stannesacademy.org.uk)

The **Safeguarding and Welfare officer** is Mrs D Becconsall (dbecconsall@stannesacademy.org.uk)

The **Attendance Officer** is Miss A Kenny
(akenny@stannesacademy.org.uk)