

# Attendance Policy

## SHINE Multi Academy Trust



## Related policies

Policy	Website link
Complaints	<a href="http://www.shine-mat.com/business/">http://www.shine-mat.com/business/</a>
Educational visits	Contact individual academies <sup>1</sup>
Equality	<a href="http://www.shine-mat.com/pupil-welfare/">http://www.shine-mat.com/pupil-welfare/</a>
Exclusions	<a href="http://www.shine-mat.com/pupil-welfare/">http://www.shine-mat.com/pupil-welfare/</a>
General Data Protection Regulation (GDPR)	<a href="http://www.shine-mat.com/gdpr/">http://www.shine-mat.com/gdpr/</a>
Health and safety	Contact individual academies

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Any printed copies should therefore be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

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**Note:** Academy specific application of this policy can be sourced from page 9

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<sup>1</sup><http://www.ironvillecodnorpark.derbyshire.sch.uk/policies/>  
<https://www.johnhuntprimary.co.uk/policies/>  
<http://www.langold-dyscarr.org/policies/>  
<http://www.ranskillprimary.co.uk/key-information/policies>  
<https://www.scotholme.com/policies.html>  
<http://www.whitemooracademy.co.uk/policies/>

## **1. Equal opportunities statement**

1.1 The SHINE Multi Academy Trust (SHINE) is committed to promoting equal opportunities and everyone will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

## **2. Summary of content**

### **Part 1 – SHINE’s statement of intent regarding attendance**

(Including SHINE’S vision concerning attendance across the Trust, absences, extended leave, religious observance and parents’ role)

### **Part 2 – Individual academies’ procedures for attendance**

(Including how attendance is monitored, dealing with attendance and punctuality issues and how attendance is rewarded, plus procedures for Children Missing from Education (CME))

## **3. Part 1 - SHINE’s statement of intent regarding attendance**

3.1 SHINE and its member academies seek to ensure that all its pupils receive an education that maximises opportunities for each child to reach his or her full potential. Research shows a strong link between good attendance and increased attainment.

3.2 SHINE aims to improve its academies’ attendance and punctuality by:

- promoting the value and importance of regular attendance
- providing consistent information to pupils and families
- reducing all forms of unauthorised absence

3.3 The government’s aim for good attendance is 95% for all pupils. However, across SHINE, we will work in partnership with parents<sup>2</sup> and other agencies to strive towards every child reaching 100% attendance and impeccable punctuality. This will ensure that each child can get the best out of the educational opportunities provided.

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<sup>2</sup> or those with parental responsibility. ‘Parent’ - Section 576 of the Education Act 1996 defines ‘parent’ to include:

- natural parents, whether they are married or not; and
- any person who, although not a natural parent, has parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child’s natural parent can acquire parental responsibility.

3.4 Targets are best achieved by working in partnership with parents and other agencies. We will put clear and robust strategies in place to manage and promote regular attendance and punctuality for all pupils across SHINE. These targets need to be understood and owned by parents, pupils, staff, local governors and trustees alike. This expectation applies throughout the education system from the Early Years through to Primary level.

3.5 In order to manage and promote regular attendance SHINE will:

- monitor individual pupil attendance
- keep parents updated on attendance via letters home, newsletters, meetings and the website
- report to parents on their child's progress and whether this has been affected by their attendance, via regular parent evenings and letters home
- celebrate and reward good and improved attendance through competitions, prizes, certificates and events. Each academy must have clear incentives, which support the drive for good attendance
- review attendance on a regular basis and identify any pupil who is at risk of becoming a persistent absentee. Individual academies will then act upon this, using their own procedures and process (as agreed by their local governing body) to lessen the effects on a pupil's attendance and learning. As SHINE's academies are located in different local authorities, these procedures may differ slightly depending upon the processes the Education Welfare Services operate in each local authority<sup>3</sup>

#### 4. Absences

4.1 Parents are expected to inform the academy of the reason for absences. However, it is the headteacher that makes the decision on whether to authorise the absence. The headteacher will make this decision based on the information available to them.

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<sup>3</sup> Nottinghamshire County Council <http://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>

Nottingham City Council <https://nottinghamcity.gov.uk/education-and-schools/problems-at-school/school-attendance/>

Derbyshire County Council <https://www.derbyshire.gov.uk/education/schools/attendance-behaviour-welfare/attendance-exclusion-and-support.aspx>

4.2 Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist the headteacher in making this decision.

4.3 Repeated unauthorised absences will be referred to the provision's appointed attendance lead and the individual procedure for each academy, detailed in part two of this policy, will be followed which may result in a penalty notice and subsequent fine.

## **5. Extended leave**

5.1 SHINE's principles on extended leave:

- parents are required to complete an extended leave of absence form (available from the academy office or website)
- on requesting the form, the parent will be notified that only in exceptional circumstances will the absence be authorised, in accordance with the 2013 amendments to the Education Act 2006<sup>4</sup>
- parents will be made aware that if their child is absent without authorisation, they may receive a fixed penalty notice issued through the local authority
- parents will need to provide the academy with travel documents, a date of return should be agreed with the academy prior to the period of leave
- the leave of absence request will be considered, taking individual circumstances into account. The headteacher will make the decision whether to approve the request
- parents will be notified of this decision within 7 days of the request being received at the academy
- leave of absence cannot be authorised retrospectively

5.2 If parents do not complete a leave of absence form, the absence will automatically be classified as unauthorised.

## **6. Absence and attendance codes**

6.1 SHINE ensures that absence and attendance are recorded using the national codes outlined in the Department for Education (DfE), School Attendance: Departmental Advice for

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<sup>4</sup> <http://www.legislation.gov.uk/ukpga/2006/40/contents>

maintained schools, academies, independent schools and local authorities<sup>5</sup>. This ensures that our academies record and monitor attendance and absence in a consistent way that complies with the regulations.

## **7. Religious observance**

7.1 Under our ethos of 'Dare to be Different', we recognise the vibrant and diverse faiths and values of all our communities. We promote and celebrate our varied heritage as one of the strengths of SHINE.

7.2 The Pupil Regulations 2006<sup>6</sup> states that absence for religious observance should be treated as authorised absence "on a day exclusively set apart for religious observance by the religious body to which the parents belong". SHINE will allow one day for each religious festival, with no more than three days in an academic year. Additional days off for shopping or for extended celebrations will be treated as unauthorised absence.

7.3 In respect to pilgrimages, the academy will request to see copies of the travel information. Dates of return should be agreed prior to the period of leave. Parents should be advised about this policy regarding unavoidable delays in return or taking extended leave that has not been authorised by the academy.

## **8. Parents' role**

8.1 In order to manage and promote the regular attendance of our pupils, SHINE asks parents to:

- impress on their children the importance of regular attendance by keeping absences to a minimum and ensuring that children are only absent when they are too sick to attend
- establish effective communication with the academy and swiftly address any worries their children may have about attending, so that we can work together to resolve this

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<sup>5</sup> Link to DfE guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564599/school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf)

<sup>6</sup> [http://www.legislation.gov.uk/ukSI/2006/1751/pdfs/ukSI\\_20061751\\_en.pdf](http://www.legislation.gov.uk/ukSI/2006/1751/pdfs/ukSI_20061751_en.pdf)

- inform the academy office on the first day of absence of the reason for that absence and when the child is expected to return
- keep the academy informed daily if the absence is likely to continue so that the academy and partner agencies can ensure that alternative provision can be made to if required
- provide the academy with any medical appointment cards and where possible make appointments out of school hours. Where this is not possible parents will ensure that children attend prior to or following their appointment
- attend any meetings called by the academy and partner agencies to discuss attendance

# John Hunt Academy Application of the Attendance Policy





Procedures outlined by Judi O'Leary

Date – March 2024

*Nicholas Hemsley*

Signed by Chair of the John Hunt Local Governing Body

These procedures will be reviewed SUMMER 2026

## 9. Part 2 – Individual academies' procedures for attendance

9.1 We believe that the role of parents in supporting John Hunt Academy efforts in securing high levels of attendance is crucial. We intend to maintain close, effective and positive links with our parents and ensure that they are contacted at an early stage to deal with unexplained absences. The school regularly communicates with parents explaining attendance regulations, giving guidance about expectations, providing them with the school's attendance data compared with targets.

<b>Above 97%</b>	<b>Above 97%. Less than 6 days absence a year:</b> excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
<b>95%</b>	<b>95%. Less than 10 days of absence in a year:</b> Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting their secondary education.
<b>90%</b>	<b>90%. 19 days of absence over the year:</b> Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy – it will be difficult for them to achieve their best.
<b>85%</b>	<b>85%. 29 days of absence in a year:</b> These pupils are missing 6 weeks of school over the year – it will be very difficult for them to catch up and do their best.  <b>Note:</b> Parents of children with this attendance below 85% could be issued with a Penalty Notice.
<b>Less than 80%</b>	<b>Less than 80%.</b> Pupils with this attendance are missing a day (or more) for every week of school. It will be almost impossible to keep up with work.

## **10. How attendance is monitored**

10.1 We carefully monitor the children's individual attendance over the year. We also monitor the attendance for the classes, the whole school and specific groups.

10.2 An attendance report is analysed weekly and each half term highlighting pupils whose attendance fall into any of the following categories:

10.2.1 **Below 90%** -Parents whose children fall into this category receive a letter explaining that their attendance needs to improve. Parents are invited to speak to the school if there is anything that they would like help with, to secure improvements to their child's attendance.

10.2.2 **Below 85%** Parents whose children fall into this category receive a letter informing them that their child's attendance **MUST** improve and explaining the negative impact this is having on their education. They will be told **that no absence will be authorised without medical proof** and that if this does not improve we will have to escalate this matter. Parents will also be invited to meet with us and other agencies who can offer support.

10.2.3 If there is no improvement, an ATTENDANCE WARNING letter will be sent inviting parents to come to an attendance meeting. This meeting is typically supported by the headteacher, the attendance lead and health services. Targets and an action plan are set to improve attendance and a further review meeting is booked for the following half term.

10.2.4 Where attendance levels do not improve after a monitoring period or the parents do not engage with the school we will make a referral to the Education Attendance Enforcement Officer, where a penalty notice may be enforced.

10.2.5 **Exceptions** From time to time, the headteacher may use their discretion to lengthen the timescales for improvement in attendance rates where special or extenuating circumstances occur. This may include, but not be limited to, periods of extended illness, hospitalisation or other issues beyond the reasonable control of the parent.

## **11. Holidays during time**

11.1 We are not permitted to authorise any holiday absence during term time unless there are exceptional circumstances. Parents taking their children out of school for the purpose of a

holiday may face a fine as prescribed by Nottinghamshire County Council<sup>7</sup>. The fine will be issued to each parent of the individual child. The school will only consider authorising holidays in term time under the following exceptional circumstances.

- ✓ A parent is a member of the armed forces or a police officer with directed leave
- ✓ A terminal illness to a close family member
- ✓ [Religious observance \(up to 3 days per year\)](#)
- ✓ Other circumstances deemed to be out of the control of the parents

11.2 Applications for holidays during term time must be made using the official form available from the school office.

## 12. Late to school

12.1 If a child arrives after the register has been closed, he/she is required to report to the office with their responsible adult and complete a Late form explaining the reason for the late arrival. This allows us to monitor lateness and identify absence patterns. A late mark is recorded in the register by the office staff. We will discuss patterns and frequency of lateness with parents.

## 13. Incentives

13.1 **Weekly** the classes in Foundation, Key Stage 1 and Key Stage 2 who have achieved 96% or more will all receive a gold star with the 3 highest percentages being awarded 3, 2 and 1 extra star respectively on our Attendance Chart. There are a range of prizes and rewards available for each class once the class has achieved the correct number of stars. These range from free toast, PJ Day, and extra break or a trip to the local park.

13.2 **Half Termly- 6 times a year** for every pupil who has 100% attendance they receive a voucher. They can then choose to be invited to a film night with DVD and popcorn or Construction Club, Colouring Club or wear non-school uniform for the day.

13.3 **Termly and Yearly** - All children with an attendance of 97% or more are entered into the termly prize draw with the chance to win one of 6 Goodie Hampers.

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<sup>7</sup> <https://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>

Any child with 100% attendance for a whole year will receive a certificate and be entered into the BIG Prize Draw to win an amazing prize like a Family Day out.

Updated Feb 25



## Attendance Procedures at John Hunt



Good attendance and punctuality make a big difference to your child's education. Arriving late or missing days off school will impact on your child's learning, how they feel and their friendships.

We acknowledge and appreciate that the last few years have provided exceptional circumstances when it comes to attendance due to the pandemic. However, although Covid-19 hasn't disappeared, we are tightening up our systems to ensure every child's attendance is as good as possible. This is in line with government guidance and expectations.

### School attendance

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government expects:

- schools and local authorities to:
  - promote good attendance and reduce absence, including persistent absence
  - ensure every pupil has access to full-time education to which they are entitled
  - act early to address patterns of absence
- parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- all pupils to be punctual to their lessons

**School attendance guidance for maintained schools, academies, independent schools and local authorities**

May 2022

**We reward individuals and class groups for achieving high levels of attendance and punctuality.**



**The class with the highest attendance at the end of each half term will choose a reward. Individuals with great attendance are rewarded with film nights, construction and drawing clubs or even having a non-uniform day!**

*If your child is unwell, we completely understand the best place for them to be is at home.*

**Impact on Learning - The following information shows how school attendance can affect a child's future progress.**

<b>Above 97%</b>	<p style="color: #00b050;">Above 97%. Less than 6 days absence in a year:</p> <p>Excellent attendance! Pupils with this attendance should achieve the best levels they can, leading to the best possible start in their education.</p>
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<b>95%</b>	<b>95%. Less than 10 days absence in a year:</b> Pupils with this attendance are likely to achieve their target levels and will be well prepared for starting secondary education.
<b>90%</b>	<b>90%. 19 days absence over the year:</b> Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best.
<b>85%</b>	<b>85%. 29 days of absence in a year:</b> These pupils are missing 6 weeks of a school year, it will be very difficult for them to keep up and achieve their best.
<b>80%</b>	<b>80%. Pupils with this attendance are missing a day for every week of the school.</b> It will be almost impossible to keep up with school work. Parents of pupils with this level of attendance could be issued with a penalty notice.

### The beginning of the school day

Our school gates open at **8:40 am** and close at **8:50 am**. If you arrive at this time or later, you will need to enter school via the school office. The parent/carer must complete the late arrival form in the school office with their child. Your child will be given a late mark.



Registers close at 9:15 am and your child will receive an unauthorised absence mark, which will affect their overall attendance.

### If lateness continues

1. A phone call or letter will be sent home to inform parents of their child's persistent lateness.
2. If lateness still continues you will receive a letter inviting you to a meeting regarding punctuality.
3. If you do not attend this meeting, the meeting will go ahead and minutes will be sent home to you.
4. If lateness still continues, a referral will be made to the EWO (Educational Welfare Officer), which could result in a fine.



### My child is unwell and will not be attending school

On the first day of absence (and every day afterwards until they return) parents/carers should notify school by Parent Mail or telephone: 01636 682007, before 9.15 am.

Please also provide the reason(s) why your child will be absent and state what the likely day of return will be.

### Attendance - if a child is absent with no reason provided via a message to school.

**Day 1-** You will receive a text message/phone call to ask for a reason for absence.

**Day 2-** We will text/ring and leave a message to inform you that school will be completing a home visit to carry out a 'Safe and Well' check.

If we receive no reply by the afternoon- school will complete a home visit.



### Home visits

If you are not in, we will leave you a note asking you to contact school. If we have any reason to be concerned about the welfare of your child, we will call the appropriate service.

If we hear nothing within 10 days, we have a duty to report the child as missing in education to the Local Authority.

If we have reason to believe you have taken the child on an unauthorised holiday during term time, we will write to you and this could result in a fine.

### Children Missing in Education guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

### Holidays

In the interest of fairness to everyone, unfortunately no holidays will be authorised - unless of course there are **really exceptional** circumstances.

If you still wish to take your child out of school during term time, you must fill in a holiday request form. Failure to do this could result in a referral to Children Missing in Education as we will not know where your child is.

Following your holiday request, we will send a letter to say that it has been unauthorised and referred to the EWO. This could result in a fine.

### Religious Observance

At John Hunt we recognise the vibrant and diverse faiths and values of all our community. We promote and celebrate our varied heritage as one of the strengths of the school. The Pupil Regulations 2006 states that absence for religious observance should be treated as

authorised absence "on a day exclusively set apart for religious observance by the religious body to which the parents belong".

SHINE will allow one day for each religious festival, with no more than three days in an academic year.

### **Late collection**



Please ensure you pick up your child on time (3:15pm). The school gates will open at 3:10pm and close at 3:20pm.

Arriving late to collect your child can be very upsetting for them. If you know you will be late, due to unforeseen circumstances, please let us know so we can reassure your child and prepare them.

Any late collections will be monitored and you will be asked to attend a meeting if this is a regular occurrence.

### **Appointments**

Please do your best to arrange medical/dental appointments outside of the school day. If you need to take your child out for an appointment, please ensure the office know early. Please also bring proof of the appointment to avoid it being unauthorised. This could be a letter, text message, email etc.

Please inform the office when you collect if the child will be returning and whether they will be having their normal lunch arrangements.

### **Support**

If you or your child need any support with any of these issues, please come and share this with us and we will be able to signpost you to appropriate support.

**If you require this information in an alternative version such as large print, Braille, tape or help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.**

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polysk na 0115 9786351.

Jei jums reikia šią informaciją alternatyvi versija pvz stambiu šriftu, Brailio raštu, juostos ar padėti suprasti savo gimtąja kalba, prašome susisiekti su valymo komanda 0115 9786351.

यदि आप एक वैकल्पिक संस्करण में इस जानकारी की आवश्यकता है जैसे बड़े प्रिंट, ब्रेल, टेप या इसे अपनी खुद की भाषा में समझने में मदद, कृपया 0115 9786351 पर शाइन टीम से संपर्क करें.

Dacă aveți nevoie de această informație într-o versiune alternativă, cum ar fi imprimare mari, Braille, bandă sau ajutor în înțelegerea-l în limba dumneavoastră, vă rugăm să contactați echipa de pantofi pe 0115 9786351.

اگر آپ اس معلومات میں ایک متبادل ورژن جیسے بڑے حروف میں چھپائی، بریل، ٹیپ یا اس کو اپنی زبان میں سمجھنے میں مدد کی ضرورت ہوتی ہے، 9786351 لائن پر سائن ٹیم سے رابطہ کریں۔