



L.E.A.D. Academy Trust

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# Cloudside Academy Attendance Policy

**Review frequency:** Annual

**Approval:** January 2022

## 1. Aims

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

- ✓ **Promoting good attendance and reducing absence, including persistent absence**
- ✓ **Ensuring every pupil has access to full-time education to which they are entitled**
- ✓ **Acting early to address patterns of absence**

At Cloudside Academy our ethos for attendance is: No lost learning.

We will also support parents to perform their legal duty to ensure their children of compulsory academy age attend regularly, the expectation at Cloudside Academy is to achieve above 97% and will promote and support punctuality in attending lessons.

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

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

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

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

Cloudside academy recognises and adheres to Derbyshire County Council's Penalty notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time Local Code of Conduct (see Appendix One) and the latest DfE guidelines.

## 2. Legislation and guidance

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

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

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

### 3. Academy procedures

#### 3.1 Registration times:

Registration times will be determined by the Executive Headteacher Nicola McIntyre; registers will be kept open for a maximum of 30 minutes but not kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

At Cloudside Academy our morning registration is 8:30am.

The register remains open until 8:50am, any child arriving after 8:50am but before 9:00am will be marked as late.

At times of exceptional weather, the registers may, according to DfE guidelines remain open until 9:30am.

Lates and unauthorised lates are added by the attendance officer as they will monitor late arrivals. The registers will close 30 minutes after the allocated start time. After these 30 minutes the register will close and an unauthorised late mark will be given. This will have an impact on the pupil's attendance.

#### 3.2. Registration:

- Only authorised people may complete registers and they must be taken at the same time twice a day.
- Electronic registers are used in every class as part of the School's Information Management System (SIMS).
- If the electronic register is unable to be taken, then the office administrator will provide a paper register and will then input it on the electronic register from the office.

#### 3.3 Taking a pupil off roll

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a leaver form complete in accordance with our off-rolling procedures.

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

- The pupil is registered at Cloudside Academy in accordance with the requirements of an academy attendance order and another academy is substituted by the Council for that named in the order, or the order is revoked.
- The pupil has been registered at another school or academy. (Academies can register travellers' children even if they are on the roll of another school/academy. The academy the child normally attends is the base academy; the other registration is temporary).
- Cloudside Academy has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- The pupil has ceased to attend Cloudside academy and no longer lives within a reasonable distance of academy.
- In the case of a pupil granted leave of absence exceeding 10 days for the purpose of a holiday, the pupil has failed to attend the academy within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the pupil is unable to attend by reason of sickness or any unavoidable case. Both Cloudside Academy and the

Council will make reasonable enquiries to find out where the pupil is, to include letters, home visits and telephone calls.

- The pupil is certified by the Attendance Officer and first aider as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- The pupil has been continuously absent from Cloudside Academy for a period of not less than 20 school days and both the academy and EWO have failed, after reasonable enquiry, to locate him/her. Again, reasonable enquiries should be made. In such cases we will ensure the EWO are informed and procedures concerning missing children and missing children protocol should be followed.
- The pupil had died.
- The pupil will cease to be of compulsory school age before our academy next meets and their parent has indicated that they intend to cease to attend. (All registered pupils are required to remain at our academy until the leaving date. At school includes, for these purposes, approved educational activities undertaken off site, including work experience)
- The pupil has been permanently excluded and the exclusion has been upheld by governors.
- The pupil attends a special school and the Council gives consent for his/her name to be removed.

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

#### 3.4. How do we monitor attendance?

- All pupils' attendance is monitored daily and every Cloudside Academy using data analysis from the electronic register.
- The Executive Headteacher and the Attendance Officer carry out register checks every 2 weeks for all pupils. Those pupils who have below 97% attendance will receive a letter highlighting that we are beginning to be concerned about their child's attendance.
- Pupils where absence is regular and unexplained or unauthorised, families will be invited in to attend the attendance clinic. These are run by the Head of School and Attendance Officer. Following this meeting, parents and carers will receive a summary letter and an attendance contract will be signed by both school and the parent alongside an agreed monitoring period.
- Pupils that are below 97% but their attendance has improved will also receive a letter.
- Pupils with below 90% attendance with no satisfactory reason are considered to be persistent absentees, and may be referred to Education Welfare, who will consider instigating legal action. They will be informed by letter that this is to happen.
- If attendance does not improve after a meeting in school and attendance continues to fall to an unsatisfactory level, the school may refer to the Education Welfare Service who will consider instigating legal action for persistent absence.
- If parents/carers miss more than one attendance meeting in school, this will be considered as a safeguarding issue and a referral to Children and Families will be considered by the school Safeguarding Officer.
- If a vulnerable child is absent from school, then the Attendance Officer or Safeguarding Officer will make contact on the first day by telephone or home visit. If they fail to make contact, then they will escalate it to the Executive Headteacher.

- Cloudside Academy will make every effort to contact the parent/carers on the first day of absence. If no contact has been made, a home visit will be carried out. In worst case scenario a police safe and well check will be considered.
- Statistical evidence for the whole school and for individual classes is analysed every week and shared with all stakeholders via our attendance board near the school office.

### 3.5. Reasons for absence and procedures for following up absence:

- Only the Head of School or Executive Headteacher can authorise absences.
- If letters/notes come from parents/carer's directly to the class teacher, then these should be signed and dated by the teacher and sent to the Attendance Officer.
- If a teacher receives verbal communication then the Attendance Officer must be informed so that it can be recorded from the office.
- All information about absences and logs of the academy's attempts to make contact with home is recorded electronically on SIMS and in pupil absence records.
- Unexplained absences are followed up as early as possible on the morning of the absence by a text message, phone call, email or home visit.
- If there has been no communication on the first day of absence the Attendance Officer is informed to follow up the absence.
- If a child has not come into school for two days and there has been no contact, then the Attendance Officer will visit the home.
- If after this period of time, no contact has been made and we are concerned about the safety and whereabouts of a child then the police and / or social care may be informed.
- If after a week still no reason for the absence has been ascertained then a letter is sent home as a final attempt to gain a reason.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the academy register.
- If a child is absent and no contact has been successful by academy or the Attendance Officer, the child may be referred to Social Care in line with the Cloudside Academy's safeguarding and child protection policy.
- If a child is missing for ten school days then s/he will be referred as a missing child to Education Welfare.
- If a child does not return to the academy for a further ten days (twenty school days in total) and there has been no contact from the parents, then his/her place may be removed from the register. Only if there are no safeguarding concerns.
- If time off is required for a funeral proof will be required eg an order of service.

### 3.6. Holidays / Leave of Absence

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

- Due to the Year 6 Statutory Assessment Tests (SATs), we cannot condone any absence during the SATs week in May. Children who are knowingly taken from the academy to go on holiday during SATs will be referred to Education Welfare for Penalty Notices to be issued.

### **3.7. Lateness:**

- Children arriving late within the registration period or after registration period should report to the main reception giving the reason for lateness, this information and the time of arrival is noted on SIMs.
- Any lates and unauthorised lates are added by the attendance officer. Start time: 8.30am The registers will close 20 minutes after the allocated start time where the pupil will be marked with an authorised late mark.
- After these 20 minutes the register will close and an unauthorised late mark will be given. This will have an impact on the pupil's attendance. Legal Action may then be considered (See section 11)

### **3.8 Medical or dental appointments**

Missing registration for a medical or dental appointment can be counted as an authorised absence; advance notice is required for authorising these absences.

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

If this is not possible then proof of appointment must be brought to the school office as soon as possible.

### **3.9 Religious Observance**

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

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

## **4. COVID 19**

**COVID 19 (please see COVID 19 specific arrangements in appendix 1)**

Cloudside Academy is committed to ensuring all pupils return to our academy following the partial closure of the school and will work in line with the guidelines set out by the Government for the full reopening: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools>

Cloudside Academy acknowledge missing out on more time in the classroom risks pupils falling further behind, we are committed to ensuring that our pupils do not fall behind academically as a result of the COVID-19. It is the parents' duty to secure that their child attends regularly. It is Cloudside Academy's duty to record, follow up and issue sanctions in accordance with Derbyshire County Council's code of conduct.

We understand that a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating due to waiting on a PCR test. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, Cloudside Academy will immediately offer access to remote education.

Cloudside Academy's pastoral team are committed to working with parents/carers and pupils to secure consistent attendance

## 5. Legal Action

### 5.1 Legal sanctions

Academies can to education welfare who may issue a penalty notice, parents for the unauthorised absence of their child from the academy, where the child is of compulsory academy age.

If issued with a penalty notice, parents must pay the amount within 21 days or the cost will double by 28 days. The payment must be made directly to the local authority.

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

- **A 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 academy hours without a justifiable reason**

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

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

## 6. Children Missing Education

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

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register.
- We will adhere to the Children Missing in Education Statutory Guidance for LAs; [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/children\\_missing\\_education - statutory guidance.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf)

## 7. Children Who Cannot Attend Academy Because of Health Needs

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

This applies to children and young people:

- who are of statutory academy age and who
- are permanently resident in the LA and

- who do not attend Cloudside Academy for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

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

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

## **8. Children in Public Care**

Jodie Milson (Head of School) is the coordinator who liaises with the LA Children Looked After Team. The Virtual Academy will be contacted each day whether the pupil is attending or is absent. Attendance will also be reported as part of the PEP.

## **9. Elective Home Education**

A parent has a right to educate their child at home and can request to home educate their child at any point. On receipt of written notification from the parent/carer we will inform Derby County Council and once approval has been received then the pupil may be taken off roll and a leavers form completed.

## **10. Strategies for promoting attendance**

Cloudside Academy's approach to rewarding good attendance, includes regular praise assemblies and class attendance being displayed around the school. The class with the best punctuality have 'On Time Ted' for the week.

Cloudside Academy works with parents to support regular attendance – for example, communicating early about issues, acknowledging positive improvements, indicating a named contact in academy, Charlene Wilson of whom parents' can contact to discuss attendance.

## **11. Roles and responsibilities**

### **11.1 The governing body**

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

### **11.2 The Executive Headteacher and Head of School**

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

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



### 11.3 The Attendance Officer

The Attendance Officer:

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

### 11.4 Class teachers

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

### 11.5 Office / reception staff

Office/reception staff are expected to take calls from parents about absence and record it on the academy system.

### 11.6 Parents/Carer's

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

Parents should:

- Ensure that their child arrives at academy on time, in academy uniform and ready to learn.
- Instill in their child an appreciation of the importance of attending academy every day.
- Impress upon their child the need to observe the academy's code of conduct
- Work in partnership with academy to resolve issues which may lead to academy non-attendance.
- Ensure that they are aware of the academy's attendance policy
- Notify the academy if he/she is absent. This should be done as soon as possible – preferably on the morning of the first day of absence. They should also supply an explanation for the absence.
- Avoid arranging medical/dental appointments during academy hours
- Not book holidays during term time.

## 12. Communication with parents / carer's

- Parents / carer's are regularly informed about attendance issues in the Head of School's newsletters.
- Parents / carer's are rung/ text/ emailed or visited on the morning of their child's absence.
- Letters are sent enquiring about absence and lateness, impressing the legal requirements for children to attend and the financial penalties that may be served for non-attendance.
- Every term parents/carer's of pupils whose attendance is below 97% are sent letters to inform them that their child's attendance has fallen into the amber zone or red zone.
- An education welfare specialist is consulted if the attendance of a child drops below 90% or if there is unauthorised absences. Families causing concern are also supported by the academy in resolving attendance issues.
- The academy will attempt to work with parents at all stages to address attendance issues and make reasonable efforts to support parents/carer's in getting their child to the academy.

**13. Monitoring arrangements**

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

**14. Links with other policies**

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

## **Appendix 1 – COVID procedures 2020 – 21**

Cloudside Academy is committed to ensuring all eligible pupils attend our academy especially as the Government have been very clear that attendance is mandatory this academic year. This appendix is in addition to our existing Attendance Policy and will identify the COVID 19 arrangements for the academic year September 2021. Unless further revisions or guidance is received from the government.

Pupils identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend the academy as normal, unless they have a positive test result.

- Daily testing of close contacts applies to those who are:
- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months (pupils), regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Although close contacts are strongly advised to get a test, they should continue to attend Cloudside Academy unless they are symptomatic. The academy will follow up with families if we are not satisfied with the reason as to why the pupil is not in. If necessary we will request supporting evidence. If we are still not satisfied with the reason given for absence, then we may record this using one of the unauthorised absence codes, in line with the academy attendance policy.

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Pupils with SEND identified as close contacts and their families will be supported by us to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.

Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Although we understand that school attendance is mandatory from the start of the autumn term 2021, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19):

- Pupils who are required to self-isolate as they have symptoms of COVID-19 or a positive LFD test
- If a pupil is required to be in quarantine on arrival in, or return to, the UK

To make sure at Cloudside Academy we are working in line with government guidance, we will record COVID related non-attendance accurately and consistently. As a result of this guidance we have made changes to the attendance registers to add a new category of non-attendance – ‘not attending in circumstances related to coronavirus (COVID-19)’.

This category will only be used to record where their attendance would be contrary to legislation or guidance relating to the incidence or transmission of COVID-19 from the UK Health Security Agency (UKHSA), or the Department for Health and Social Care (DHSC).

### **Attendance codes**

From the beginning of the new academic year, we will return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the attendance guidance), in addition to the new category of ‘not attending in circumstances related to coronavirus (COVID-19)’:

- pupils not attending a session who meet the criteria for ‘not attending in circumstances related to coronavirus (COVID-19)’ will be recorded using code X
- We will continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

**The following are examples in which ‘not attending in circumstances related to coronavirus (COVID-19)’ could apply**

- Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.
- If the pupil remains unwell following a negative test (such as with a different illness), then they will be recorded as code I (illness). Code X will be used up until the time of the negative test result. Cloudside Academy will not retrospectively change the attendance register due to a negative test result.
- If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X will be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.
- Our families should consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, Cloudside Academy will use code X in the register.
- Pupils who are self-isolating but who have not had a PCR test, in line with public health advice, pupils with symptoms must self-isolate and our attendance officer will encourage parents to ensure that pupils take a PCR test. Where the pupil is unable to take a PCR test, Cloudside Academy will record the pupil as code X in the register.

However our attendance officer will follow this up with families and if we are not satisfied with the reason, we will request supporting evidence from the family. If we continue to be not satisfied with the reason for absence, our attendance officer along with the Headteacher may record the absence using one of the unauthorised absence codes, in line with the DfE’s school attendance: guidance for schools documents.

**Local lockdown**

If rates of the infection rise in our area we may need to prevent some pupils from attending. Cloudside Academy will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. If we have to limit attendance to certain groups, ‘not attending in circumstances related to coronavirus (COVID-19)’ - code X - will be used for pupils who are asked not to attend.

**Remote education**

If a pupil is not attending due to circumstances related to coronavirus (COVID-19), we will immediately offer access to remote education via Seesaw or individualised work packs. We will keep a record of, and monitor engagement with this activity.