



Djanogly Northgate Academy

Attendance Policy 2024-26

Our Vision

At Djanogly Northgate Academy all are welcome. We are committed to our children, families, staff and our community. We are an inclusive school where everyone embraces, respects and learns from our vibrant diversity. We inspire each other to value learning, seek challenge and to have high aspirations. Through innovative learning opportunities we will equip our children with the skills, knowledge and attributes that allow them to make choices and take control of their future.

It's in our DNA...

Learning and belonging together

Respecting and valuing together,

Making a difference for life.

Introduction

We believe that good attendance at school has a direct impact on good progress and achievement. It is important for children to attend regularly in order to maximise both their learning and their social and emotional development. Children who miss a lot of school may feel left out and will not have the same shared experiences as their classmates and may find it difficult to follow what is going on in the classroom. Missing school trips, special events and break time may affect their ability to make friends at school, being in school gives students more time to interact with teachers and classmates. Irregular school attendance is a contributory factor in social exclusion and underachievement. We expect children to attend regularly and arrive on time.

Aims

- Ensure that everyone understands the importance of regular attendance
- Ensure that our practice actively promotes excellent attendance
- Support children and families where attendance is a concern
- Communicate effectively at all levels in order to improve attendance

Legal Requirements

The law requires all schools to maintain an admission register containing the personal details of every pupil in the school, information regarding parents/carers and the date of admission. Such information will be entered on to the register on the pupil's first day of admission.

Schools must notify the local authority within 5 days of adding a pupil's name to the admission register in-year and must provide the local authority with relevant information held. This duty is for in-year admissions only and does not apply to pupils who are added at the start of the school's youngest year (i.e. YR/Y3/Y7).

Where a pupil leaves, the school must record the date of leaving and the name of the receiving school. In the exceptional case where this information is not known they the school will complete a referral for Children Missing in Education Service.

Schools must inform the local authority when removing a pupil from the admission register. For reasons for removal of a pupil from the school admissions register see APPENDIX 1

Upon written confirmation for Elective Home Education by a parent/carers, school will then complete a referral to the local authority and the pupil is to be removed from roll following the local authorities approval/ initial visit.

Responsibilities**➤ Governors:**

- Ensure that there is a strong attendance policy in place to support the academy in managing attendance.
- Ensure that the policy is publicised to all stakeholders and is available via the academy website.
- Ensure that policy and practice is reviewed regularly.

➤ Teachers

- Mark electronic register at the beginning of morning and afternoon sessions and submit to office by 9.10 am and 1.10pm KS1 / 1.45pm KS2
- Seek reasons for absence from parents/carers and inform the admin office accordingly
- Continually promote the importance of good attendance

➤ Attendance Officer / Admin

- Monitor registers to identify children who are consistently absent
- Admin team contacting parents must log reason for absence as a note on the attendance certificate for every absence with initials
- Monitoring and analysing attendance data (see section 10) and compile effective strategies to support improvements
- Seek reason for absence from parents/carer by telephoning/texting by 10.30am on first day of absence
- Repeat contact on following days if we have received no contact and if a child has not been seen for 3 consecutive days, a home visit will be conducted by the attendance officer or a DSL
- Build relationships with parents/carers in order to ensure good channels of communication, listening to and understanding barriers to attendance in order to remove the difficulties
- Regular feedback to class teacher
- Run weekly absence report to identify children whose absence falls below 95% and liaise with Attendance Officer/class teacher
- Maintain records accurately and appropriately
- reporting concerns about attendance to the Senior Attendance Lead responsible for attendance, the Headteacher and Senior Education Welfare Officer

- Working with the Trust team and Local Authority team to tackle persistent absence and severely persistent absence learners whilst recognising attendance is never “solved” but a continuous process. Djanogly Northgate attends Trust Network meetings to discuss and share best practice for attendance
- Working with the local authority, the Senior Education Welfare Officer and the Trust team decisions are made when to issue penalty notices
- Taking into account individual needs when implementing this policy, including having regard to the Academy’s obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child
- Reporting those learners deemed “missing from education” using the statutory guidance (DfE Sept 2016 and DfE applies August 2024) and the local protocols to recognise missing education is a vital sign to a range of safeguarding issues
- If you would like to contact the attendance team at Northgate, please email:
dnaattendance@northgate.djanogly.org

- Send out standard letters for regular lateness or regular patterns of absence
 - o Below 95% - monitor
 - o Below 92% - 1st warning letter
 - o Below 90% 2nd warning letter
- Regular feedback to Attendance team and DSL

➤ SLT

- Support Attendance Officer/admin to undertake their duties regarding attendance

- Liaise with Attendance Officer and admin
- Build relationships with parents/carers in order to ensure good channels of communication
- **The Senior Attendance lead at Djanogly Northgate Academy is responsible for:**
 - Leading attendance across the Academy with the support of the Senior Education Welfare Officer and Trust team
 - Offering a clear vision for attendance improvement
 - Evaluating and monitoring expectations to establish and maintain effective processes for tackling absence
 - Having an oversight of data analysis to focus the collective efforts of the school team
 - Devising specific strategies to address areas of poor attendance identified through data
 - Building relationships with parents/carers to discuss and tackle attendance issues
 - Ensuring that key attendance messages are communicated to parents/carers and learners consistently
 - Creating intervention reintegration plans in partnership with learners and their parents/carers
 - Delivering targeted intervention and support to learners and families
 - Ensure all staff know the importance of good attendance and receive the training or professional development that they require
 - Adhere to the requirement of data sharing introduced through the Education (Information about Individual Pupils)(England)(Amendment) Regulations 2024
 - Attend the termly Target Support Meeting with the representative from the Local Authority to ensure positive working relationships and improvements are made
- **Head**
 - Liaise with Senior Attendance Lead and Attendance Officer /admin
 - Write/approve standard letters to be sent out by Attendance Officer
 - Speak to parents/carers identified by Attendance Officer as appropriate
- **Parents**
 - Ensure that their children attend regularly and arrive on time
 - Inform the school office by phone if their child is absent through illness or genuine reason
 - If a medical practitioner has seen your child, proof of the appointment/consultation must be provided to school

Attendance Registers

- Registers are taken and submitted to the office at the beginning of the morning and will be closed at 9:10am and afternoon sessions are 1.10pm KS1 / 1.45pm KS2
- They are a legal requirement under current Government legislation
- Registers are automatically updated when children are admitted
- Registers remain open for 10 minutes after the official session start time.
- Pupils are marked as late (L) if they arrive after the gate has closed but before the registers close at 9:10am
- If a pupil arrives after the register has closed, they will receive a (U) code which will then be marked against their attendance.
- Registers are then electronically submitted.

Routines

- Electronic registers are checked every day for unexplained absences and a reason for absence is added to the school MIS system (Arbor)
- Parents/carers are expected to contact the school office if their child is absent for any reason

Day 1 of absence

- A first day call/text is made by 10:30am if there is no reason provided for the absence from parents/carers, the absence will be marked as unauthorized with the reason for absence logged on Arbor. This forms part of our safeguarding and child protection policy

Day 2 of absence

- If parents are unreachable for any reason and no reason for absence is provided, a home visit will be carried out
- If the reason for absence is anything other than a minor medical diagnosis (such as: vomiting, diarrhoea, common cold or childhood illness) the school office team must inform the class teacher and the attendance officer – if a medical practitioner has seen your child, proof of the appointment/consultation must be provided to school and a scanned copy taken by the team must be obtained as soon as possible
- This checking process is repeated on day 2 of absence by the office team and if the child is still not in school, the office team will escalate the absence to the inclusion and attendance team and this will be reviewed by a DSL

Day 3 of absence

- If the child is absent on day 3, a home visit will be conducted by a member of the attendance team – unless there is sufficient evidence provided, all communication must be logged on Arbor
- If a child's absence is related to, or raises, a safeguarding issue then this will be referred to the Designated Safeguarding Lead and they may seek advice from the Social Care Duty Team.
- Escalation will be required

Escalating

- After 3 days, if a child has still not been seen and sufficient contact has not been made (including medical evidence shared with the school), the School's Attendance Welfare Referral (Appendix 2) will be followed
- Please note, if there are safeguarding concerns, this will be escalated to social care, child missing in education and/or the police and documented on the child's file at the discretion of the headteacher

Monitoring

- Absence reports are reviewed weekly by our attendance team.
- If a pupils attendance falls below 95% they are monitored as a concern and a member of the attendance team will speak to parents/carers regarding our concerns.
- If a pupils attendance falls below 90% they will then be considered a persistent absentee. A member of the attendance team will speak to parents/carers regarding our concerns. Parents will be invited to an attendance meeting if attendance drops to 92% where we will look to establish how we can further support. Our attendance officer will then complete further investigations. This may include letters, phone calls and also home visits.
- If there is no improvement following support packages which have been put in place then a referral to the Education Welfare Service may be made.
- Patterns of non-attendance, e.g. regularly absence on Fridays will be monitored and parents/carers contacted to discuss concerns
- Whilst we acknowledge that a child is not compulsory school age until 5 years old we know that engagement in education at this stage in a child's development is crucial. Good attendance is a school requirement of all children on roll so attendance records and interventions will occur for all children on roll, at any age, if attendance is a concern

Reasons for Authorised Absence

- Illness
- Medical appointments
- Any exceptional circumstance can be considered by our attendance team when a request has been submitted

As a school we reserve the right to authorize or unauthorize absences depending on circumstances. And are within our right to request evidence.

For any absence to be authorized we must be informed of absence on the day of the absence but no later than 2 weeks.

Religious Observance

At Djanogly Learning Trust we celebrate our diverse communities and respect our family's religious and cultural differences. We will authorise one day for each religious festival (to a maximum of three days in any one academic year). Regulations state that absence for religious observance should be treated as authorised on a day exclusively set apart for religious observance by the religious body to which the parent belongs. Additional days will be treated as unauthorized.

Children with Significant Medical Conditions

DfE statutory guidance on supporting pupils at school with medical conditions specifically states that children should not be penalised for their attendance record if their absences are related to their medical condition e.g hospital appointments.

We will not send attendance letters or take further action against any child or their parents where absences are related to a significant medical condition which prevents the child safely attending the school site.

In such cases children will be praised for their attendance and staff will ensure that every effort is made to support any gaps in learning during these absences. We will work with parents/carers to create risk assessments that enable the child to safely access school where possible.

The inclusion team and office team will agree on individual targets for attendance or improved attendance as appropriate and this will be reviewed on a case-by-case basis.

Persistent Absentees

These are defined as children whose attendance falls below 90%. Actions to address this are taken on an individual level and may include other agencies; specifically social care or early help services as such extended absences may trigger a safeguarding concern.

Referrals will be made to the Local Authority Education Welfare team and appropriate actions taken. This may include formal meetings and lead to the issue of a Penalty Notice or legal action. Parents/carers may be taken to court where they could be issued with a fine or even a custodial sentence.

Reintegration Plan

For children who have not been in school for CLARIFY time with Becki -, A reintegration plan may be introduced if all parties feel that this is appropriate. This will be a meeting with parents to discuss the reintegration plan.

Leave of Absence Requests

All requests for leave of absence will be considered by the attendance team. Full consideration will be given to requests but these can only authorised by the academy or executive leader and then only if they believe there are exceptional circumstances or compassionate reasons that justify the leave. The child's current attendance record and individual circumstances will form part of the decision-making process.

Parents/carers should make their request in writing giving expected date of return and reason for the absence. Any child who does not return by the agreed date of return will incur unauthorised absences until such a time as they return. This could lead to a Penalty Notice being issued against the parent.

If a child does not return for an extended period there will be an investigation to ascertain whether the child will be returning or not. The Attendance Officer will work with Education Welfare Officers at the local authority and the school reserves the right to remove a child from the school roll should parties agree that this is an appropriate action. The child could then be classified as 'missing' and 'Without a School Place'.

Parents/carers who take leave of absence without contacting the school or without authorization, will have the absences recorded as unauthorised and this could then result in the school taking further action to investigate, which may result in a referral to Education Welfare Service which could result in a request for a penalty notice.

Late Arrivals

- Gates are locked at 8.55 am each morning so children arriving after that time need to enter by the main entrance
- Registers will be closed at 9.10 am
- Children and parent/careers must sign in at reception
- Their time of arrival will be noted and recorded
- Please note, inline with the government guidance, any children who arrive after the register closes will receive a 'U' code which will then be marked against their attendance
- If a pupil shows as having 10 lates within a 10-week period then we will refer to Education Welfare services.
- If you are struggling to get your child into school on time, please inform the office and our inclusion team can support and advise. For example you could work with our family support worker to discuss transport, routines, breakfast club and explore all possibilities

Penalty Notices

Penalty notices are issued by Nottingham City Council Education Welfare Services and are issued per parent/carer, per child, and are set at £80 if paid by 21 days and £160 if paid between 22 and 28 days. If a penalty notice remains unpaid, any resultant legal proceedings would relate to section 444(1) of the Education Act 1996.

Championing and Rewarding Attendance

As a school we also want to champion and reward attendance, this including persistently high attendees but also pupils whom have made a significant improvement.

- We will complete weekly class attendance review and the highest attending class will receive a reward.
- Every half term we will be holding an attendance event for pupils who have high attendance or have made significant improvements.
- Every term we will be holding a prize draw for the highest attending pupils that term

For parents we will be hosting specific attendance based coffee mornings on a termly basis so you can discuss any concern you are having or support needed and we also welcome any other ideas to try and support our families.

APPENDIX 1 – Regulation 8 Education (Pupil Registration) (England) Regulations 2006

Deletions from Admission Register

8.–(1) The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—

- (a) where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;
- (b) except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school;

- (c) where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;
- (d) in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;
- (e) except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;
- (f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that –
 - (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - (iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is
- (g) that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;
- (h) that he has been continuously absent from the school for a period of not less than twenty school days and –
 - (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
 - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - (iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
- (i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;
- (j) that the pupil has died;
- (k) that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;
- (l) in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;
- (m) that he has been permanently excluded from the school; or
- (n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school

Appendix 2 School's Attendance Welfare Referral

- (i) Following a home visit on day 3, a letter will be issued outlining the attendance concerns and a written request made for parents and carers to supply sufficient evidence for the child's none attendance
- (ii) If still no contact has been made by day 5, a second letter will be sent requesting a meeting and an attendance improvement plan will be put in place. At this point, five school days equating to ten missed sessions requires a referral to Education Welfare which may result in a penalty notice
- (iii) If there are safeguarding concerns, any absence past day three will be escalated to relevant external agencies such as: social care, child missing in education and/or the police and documented on the child's file
- (iv) Contact will continue to be made via phone calls and home visits until the child is seen in school.