



# NOTTINGHAM GIRLS' ACADEMY ATTENDANCE & PUNCTUALITY POLICY

REVIEWED

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Next Review

July 2024

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## Aims of this policy

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

### Mission

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

### Values

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

To achieve this, we have:

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

## Rationale

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

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

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

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

## Standards

At the Nottingham Girls' Academy we;

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

## Policy and Procedures

### ***Recognising good attendance and punctuality***

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

### ***Addressing poor attendance***

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

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

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

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

### **Children Missing in Education**

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

**Holidays in Term Time**

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

**Punctuality**

Pupils who arrive late to school, without good reason, will be set a Same Day 15 minute afterschool detention. If a pupil does not attend this detention, then it will be escalated to a next day 45 minute after-school detention and loss of social times.

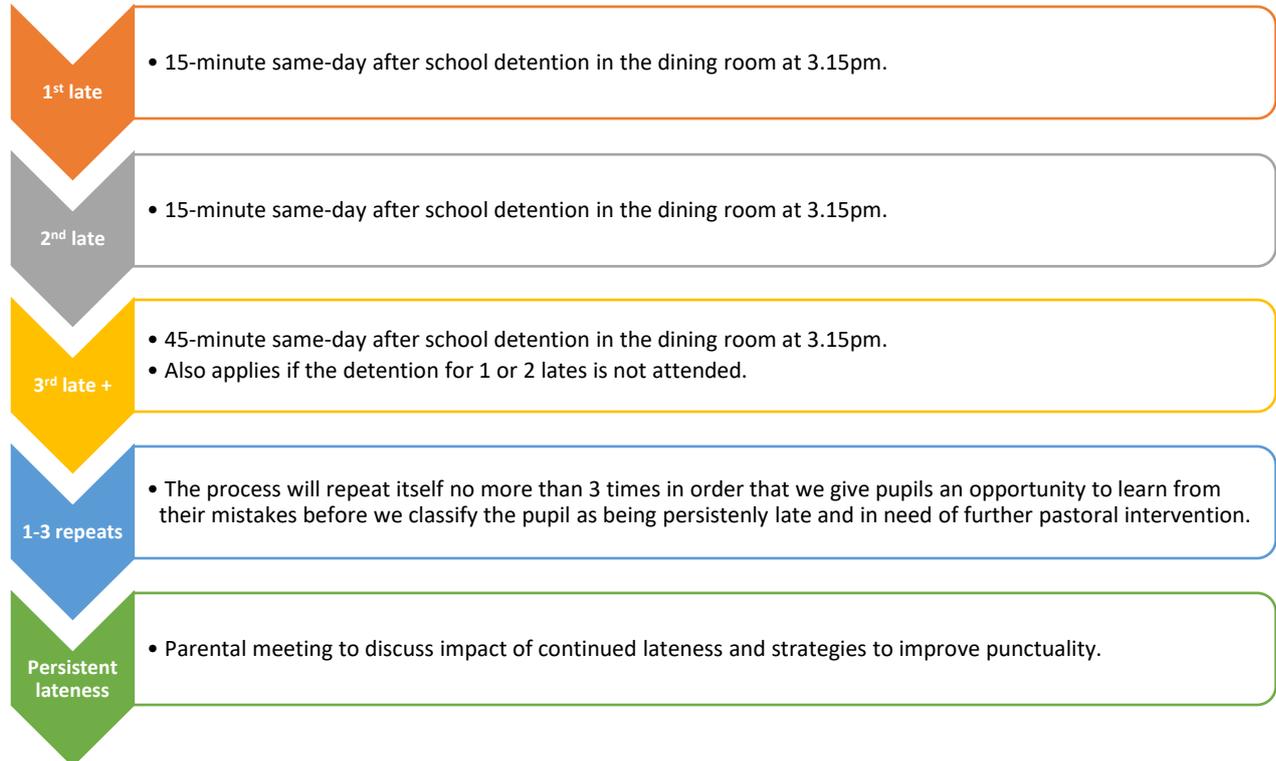
Pupils are expected to be on time to school and to all lessons. Punctuality is a core aspect of future employability and getting into good habits and routines is essential. In law, it is the responsibility of parents/carers to ensure that their child attends school every day and on time. A pupil is deemed to be late for school if they are not in their tutor room or assembly line by the time the 8.45am bell rings.

When a pupil is late to school, they will miss part (or all) of tutor time, assembly, or a lesson. This means they will miss vital learning, notices, and content from our PSHE programme of study. We place a great deal of importance on this and therefore treat lateness to school seriously.

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

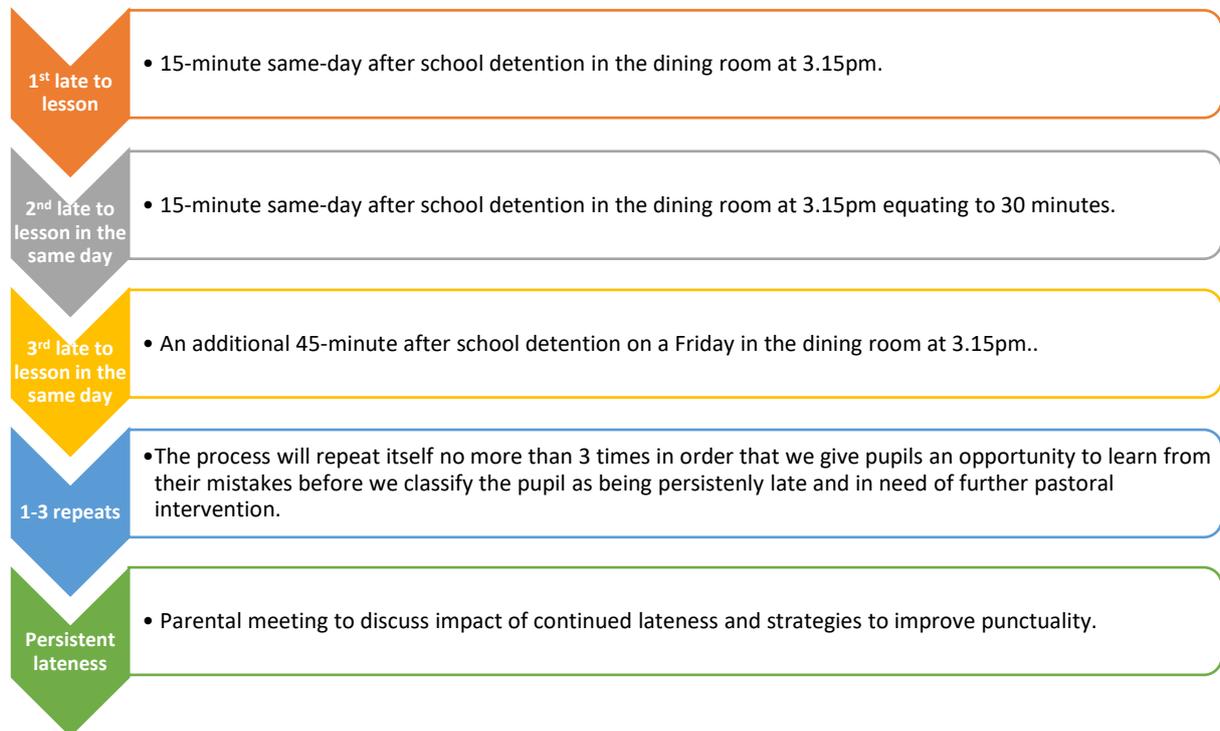
**Pupils must be in their tutor room by 8.45am every day, otherwise they will be classed as late.**

The sanctions for lateness to school are graduated according to the number of times a pupil is late in a week as follows:



### ***Punctuality to lessons***

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



### ***Tuancy and Leaving site during the school day***

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

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

Internal truancy is when a student arrives in school but is not in their lesson (or agreed alternative). These incidents will be treated seriously and will result in a period of time in the Reflection Room and have a Same Day 45 minute afterschool detention, where they will catch up on the work that was missed. However, parent/carers will be notified by the pastoral team if their child has truanted lesson/s.

### **Roles and Responsibilities**

#### **Students:**

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

**Parent/Carers:**

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

**The Education Welfare Officer / Assistant Principal:**

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

**Pastoral Team:**

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

**Tutors:**

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

**Teachers:**

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

**Academy Trust:**

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

**Local Authority:**

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

**Attendance bands and monitoring**

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

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

95%	=	<b>40 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days
90%	=	<b>80 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 days
85%	=	<b>120 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>160 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

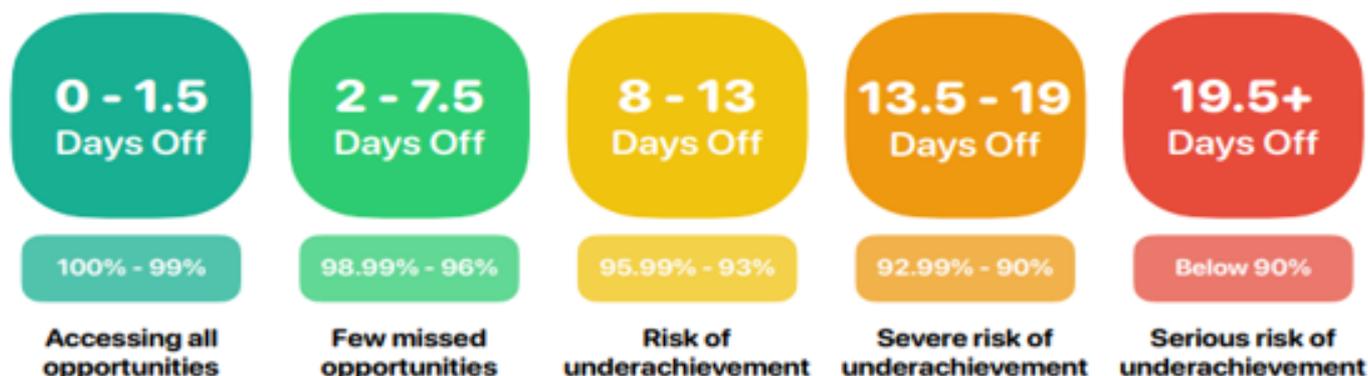
The Educational Welfare Officer and the pastoral teams closely monitor the attendance of all students at the Academy and act accordingly should attendance become a concern. Our attendance standard is 97% and any attendance below that will incur a level of intervention to support students and families.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

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

## Attendance bands

# Attendance Counts

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



**97%  
Above**

## Band 1 – Green (Rewards and recognition)

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

**96%  
to  
95%**

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

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

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

**96%  
to  
90%**

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

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

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

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

# Attendance Counts

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



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

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

**Below  
90%**

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

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

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

**Below  
50%**

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

# Illness Guide for Parents

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



## Come to School

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

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

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

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

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



## Come to School, But Let us Know

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

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

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

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

Attendance Matters



## Stay at Home

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

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

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

If your child is sick or had diarrhoea, they need to stay at home for 48 hours to stop their bug from spreading to others.

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

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

## Attendance registers

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

### **SIMS Registration:**

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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made. Students must arrive in school by 8.40am on each school day. The register for the first session will be taken at 08:45am and will be kept open until 09:30am. The register for the second session will be taken at 13:15pm and will be kept open until 13:45. Arrivals after 09:30am will be marked as a 'U' code which is an unauthorised absence and will be treated as such following the attendance procedures. The school day ends at 3:10pm.

### **Students attending Alternative Provision**

Mrs Turner-Ramadan and Mrs Steeples have a monitoring system in place for capturing students attendance when they are at Alternative Provision. Each provision often has its own way of recording attendance however, every day at 9.30am NGA receive the student's attendance mark and support making phone calls if there is any absence.

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

## Absence

### **Unavoidable Absence**

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

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

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

### **Avoidable Absence**

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

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

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

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

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

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

Where an emergency appointment is necessary, families must:

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

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

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

Parents/carers must:

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

If a student is absent the Academy will:

- Contact parents/carers on the first day of absence if we have not heard from them.
- Contact parents/carers on the second day of absence (even if parents/carers have notified the school of the absence) to check on the student's health and well-being
- Provide catch-up work for the student when they return to school if needed (please note, this is not a substitute for attendance and participation in the lessons).
- Provide support to students to help them improve their attendance, if needed. A member of academy staff may conduct a home visit for a welfare visit at any time.

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

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

***When is a student too ill for school?***

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

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

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

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

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

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

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

***Vomiting and diarrhoea***

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

***Medical advice***

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

***Religious leave of absence***

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

## Monitoring attendance

The school will:

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

## Attendance bands – process

100% - Outstanding

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

99% - Excellent

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

97% -96% -

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

96% - 90% -

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

90% & below – Persistently absent

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

50% - Severely Absent

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

### Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

### Using data to improve attendance

The school will:

- Provide regular attendance reports to [class teachers/form tutors], and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

### Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

### Legislation and guidance

Section 7 of the Education Act 1996 states that the parent is responsible for making sure that a child of compulsory school age receives full-time education. Compulsory school age is defined as aged five to the last Friday of June in the year they reach sixteen. This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996.
- The Education Act 2002.
- The Education and Inspections Act 2006.
- The Education (Pupil Registration) (England) Regulations 2006.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016.
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013.
- Local authority guidance on issuing fixed penalty notices.

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

### Leave of Absence

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

- Head teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents/carers do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances, and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e., the parent/carer with whom the child normally resides.
- Applications for Leave of Absence must be made in advance (12 days) by completing a leave of absence request form. The application form is available from the Academy reception. Failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent/carer, by way of a Fixed Penalty Notice.
- The Principal will not authorise leave of absence under any circumstances of more than ten (10) days in one academic year.
- Applications for Leave of Absence which are made in advance and refused could result in legal action against the parent/carer, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- A Penalty Notice may also be issued when the level of unauthorised absence is 10% or more over a period of ten school weeks.
- Where a child resides with two parent/carers a separate penalty notice will be issued to each parent/carer.
- The term "parent" used in the code of conduct is defined by Section 576 of the Education Act 1996 and Section 2 of the Children Act 1989. In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person: a) who is not a parent of his/her but who has parental responsibility for him/her, or b) who has care of him/her.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Educational Welfare Service within the Nottingham City Council.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Nottingham City Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

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

### ***Effect of a Penalty Notice being issued***

The Local Authority will act in accordance with The Education (Penalty Notices) (England) Regulations 2012 to issue a Penalty Notice. Penalties are set at £60 if paid within twenty-one (21) days rising to £120 if paid after twenty-one (21) days but within twenty-eight (28) days. If the penalty is paid the absence covered by the Penalty Notice cannot be cited again. Each penalty to per parent per child.

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

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

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

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

### **Contact us**

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

Telephone: (0115) 748 3410 then Option 1

Email: [admin@nottinghamgirlsacademy.org](mailto:admin@nottinghamgirlsacademy.org)

Website: [www.nottinghamgirlsacademy.org](http://www.nottinghamgirlsacademy.org)

Follow us on Twitter: [@NottmGirlsAcad](https://twitter.com/NottmGirlsAcad)

### **To report a pupil absence call:**

(0115) 748 3410 then Option 1

### **Education Welfare Officer**

Mrs J Steeples

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

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

### **Links to other policies**

1. [NGA Safeguarding Policy](#)
2. [NGA Behaviour Policy](#)
3. [Working together to improve school attendance](#) (DfE)
4. [Children Missing Education](#) (CME)

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

Year group	Contact Name and email address Head of Year	Contact Name and email address Deputy Head of Year
7	Mrs Castledine-Casey <a href="mailto:kcastledine@nottinghamgirlsacademy.org">kcastledine@nottinghamgirlsacademy.org</a>	Ms Hartshorn <a href="mailto:dhartshorn@nottinghamgirlsacademy.org">dhartshorn@nottinghamgirlsacademy.org</a>
8	Ms Richardson <a href="mailto:erichardson@nottinghamgirlsacademy.org">erichardson@nottinghamgirlsacademy.org</a>	Ms Burton <a href="mailto:cburton@nottinghamgirlsacademy.org">cburton@nottinghamgirlsacademy.org</a>
9	Mr Taylor (Acting) <a href="mailto:ctaylor@nottinghamgirlsacademy.org">ctaylor@nottinghamgirlsacademy.org</a>	Mrs Jordan (Acting) <a href="mailto:rjordan@nottinghamgirlsacademy.org">rjordan@nottinghamgirlsacademy.org</a>
10	Mrs Asher <a href="mailto:basher@nottinghamgirlsacademy.org">basher@nottinghamgirlsacademy.org</a>	Ms Williams <a href="mailto:rwilliams@nottinghamgirlsacademy.org">rwilliams@nottinghamgirlsacademy.org</a>
11	Mrs Kotze <a href="mailto:akotze@nottinghamgirlsacademy.org">akotze@nottinghamgirlsacademy.org</a>	Mrs Stead <a href="mailto:hstead@nottinghamgirlsacademy.org">hstead@nottinghamgirlsacademy.org</a>
6 <sup>th</sup> Form	Mrs Griffiths <a href="mailto:ngriffiths@nottinghamgirlsacademy.org">ngriffiths@nottinghamgirlsacademy.org</a>	Ms Johnson <a href="mailto:tjohnson@nottinghamgirlsacademy.org">tjohnson@nottinghamgirlsacademy.org</a>

## Appendices

**Appendix 1 – Attendance Improvement Plan and Parent Contract**

**Appendix 2 – NGA Absence Request Form**

**Appendix 3 – Daily Management Attendance Procedures**

**Appendix 4 – Roles and Responsibilities Plan**

**Appendix 5 – DfE Attendance Codes**

## Appendix 1 – Attendance Improvement Plan and Parent Contract

### Pupil Improvement plan

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

### Pupil Improvement plan

#### Pupil (if appropriate)

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

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

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

#### Parent/Carer

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

#### I agree that I will...

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

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

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

#### School

**Staff member**.....

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

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

Appendix 2 – NGA Absence Request Form



NOTTINGHAM GIRLS' ACADEMY

ABSENCE REQUEST FORM

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

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

Name of pupil: \_\_\_\_\_ Tutor group: \_\_\_\_\_

Name of siblings in other year groups: \_\_\_\_\_

**Please return to school by emailing [jsteeples@nottinghamgirlsacademy.org](mailto:jsteeples@nottinghamgirlsacademy.org) giving at least 12 school days' notice**

First day of absence	
Last day of absence	
Date pupil is returning to school	
Total number of <b>school</b> days absent	
Reason for absence	

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

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Parent/Carer (delete as appropriate)



## NOTTINGHAM GIRLS' ACADEMY

### For the authorisation of Principal / Academy Education Welfare Officer

1) This absence HAS been authorised

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

From \_\_\_\_\_ to \_\_\_\_\_

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Academy Education Welfare Officer in consultation with the Principal

Letter/Email sent to parent/carer on: \_\_\_\_\_

### **Appendix 3 - Daily Management Attendance Procedures**

**Appendix 4 - Roles and Responsibilities Plan**

**Appendix 5 - DfE Attendance Codes**

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

**Authorised absence codes:**

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

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

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

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