



ASPIRATIONS

Attendance Policy

Magna Academy

Version Control	

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1. Statement of intent

Magna Academy believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The academy's Senior Attendance Champion is Mr J Tewkesbury and the Attendance Officer is Ms S Edwards, and can be contacted via attendance@magna-aspirations.org. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Sharing daily pupil attendance data'

This policy operates in conjunction with the following policies:

- Complaints Procedures Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy

- Special Educational Needs and Disabilities (SEND) Policy

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school.

4. Roles and Responsibilities

The governing board will:

- Monitor the implementation of this policy and all relevant procedures across the academy.
- Promote the importance of good attendance through the academy's ethos and policies.
- Ensure all relevant staff have attendance training that is appropriate to their role.
- Work with the SLT to set goals for attendance and provide support and challenge around delivery against those goals.
- Ensure that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handle complaints regarding this policy as outlined in the academy's Complaints Policy.
- Have regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensure there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

Parents/carers will:

- Ensure that their child attends Magna Academy daily and is punctual in arriving by 8:27am
- Phone Magna Academy on the absence line 01202 606890 each day of unavoidable absence by 8:27am stating the reason for absence, (avoiding terms such as ill or unwell) and the possible length of absence
- Alternately, parents can email: attendance@magna-aspirations.org stating your child's full name and tutor group and reason for the absence (avoiding terms such as ill or unwell)
- Where possible arrange medical or dental appointments outside of academy hours
- Inform Magna Academy of any unavoidable future appointments in advance
- Provide medical evidence by way of appointment cards, appointment letters, or prescription documentation, or other appropriate medical verification
- Attend meetings if requested by the Academy, or Local Authority with regards to attendance or lateness as appropriate
- For safeguarding purposes, ensure they provide at least 3 contacts in case of emergencies

Students will:

- Attend school on a daily basis
- Arrive by 8.27am
- Attend all tutor sessions, lessons and line ups on time
- Attend any additional sessions as directed e.g. assemblies and academy events during school hours etc
- Attend any detentions that they are set

Magna Academy will:

- Treat pupils with dignity, build relationships rooted in mutual respect and observe proper boundaries.
- Take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively.

- Understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity
- Communicate effectively with families regarding pupils' attendance and well-being
- The Vice Principal will monitor and track attendance, attendance of specific groups and vulnerable students. The attendance team will ensure that attendance and punctuality is accurately recorded, and monitored, for all students, by our staff.
- Inform staff where registers are not completed on time or accurately
- Address patterns of absence, or poor punctuality promptly.
- Work together with students, parents/carers and outside agencies to provide support, advice and guidance to promote and improve where required, regular attendance and punctuality
- Celebrate good attendance by displaying tutor and team achievements
- Reward good or improving attendance through school competitions, certificates and outings/events.
- Set targets for academy attendance and share these with staff and students.

5. Working with parents to improve attendance

The academy will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of academy life, attendance and performance so that they understand what to expect and what is expected of them. The academy will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The academy will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the academy has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The academy will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the principal in advance. The academy will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The academy will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the principal and any relevant academy staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the academy's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

6. Attendance Expectations

The academy has high expectations for pupils' attendance and punctuality, and will ensure that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day will start at **08:27 am**, and pupils will be at their line ups ready to begin their day at this point. Pupils will have a morning break at **10:50 am**, which will last until **11:05 am**, and a lunch break at **13:00 pm**, which will last until **13:30 pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:10am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:00am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:10pm**. Pupils will receive a mark of absence if they are not present

Class teachers will also take informal registers at the start of each lesson period via Arbor to ensure that pupils are attending all timetabled lessons. These registers will be analysed alongside formal registers in line with the section of this policy.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

7. Attendance Registers

Magna Academy uses Arbor to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

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

The academy will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = Planned whole school closure
- / = Present in the morning

- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstance
- C1 = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- E = Suspended or permanently excluded but no alternative provision made
- I = Illness (not medical or dental appointment)
- M = Medical or dental appointments
- R = Religious observance
- S = Leave of absence for the purpose of studying for a public examination
- T = Parent travelling for occupational purposes
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another school
- B = Attending any other approved educational activity
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K = Attending education provision arranged by the LA
- P = Participating in a supervised sporting activity
- Q = Unable to attend the school because of a lack of access arrangements
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age pupil not required to attend school
- Y1 = Unable to attend due to transport normally provided not being available
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend as pupil is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- Z = Prospective pupil not on admission register

When the academy has planned in advance to be fully closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the academy has set different term dates for different years, e.g. induction days.

Pupils who are absent from the academy but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

The academy will share its daily attendance data with the DfE directly from the management information system.

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

Every entry received into the attendance register will be preserved for six years.

8. Absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the principal – the decision to grant or refuse the request will be at the sole discretion of the principal, taking the best interests of the pupil and the impact on the pupil's education into account. The principal's decision is not subject to appeal; however, the academy will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

The academy will only grant a pupil a leave of absence **in exceptional circumstances**. In order to have requests for a leave of absence considered, we will expect parents to contact the principal **in writing** at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the principal will determine the length of time that the pupil can be away from the academy. The academy is **not likely to grant leaves of absence for the purposes of family holidays**.

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a pupil is settling into the academy, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The academy cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the academy in advance will be marked as unauthorised.

Medical or dental appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid and unpaid work

The academy will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the academy's absence(s).

Additional arrangements will be made by the academy for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the academy. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the principal to authorise the leave of absence for each day. The principal will not authorise any absences which would mean that a pupil's attendance would fall below **96 percent**. Where a licence has not been obtained, the principal will not authorise any absence for a performance or activity.

Attending an interview for employment or for admission to another educational institution

The academy will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. university or college.

Study leave for a public examination

The school may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for pupils who want to continue to come into the academy to revise.

Pupils subject to a part-time timetable

In very exceptional circumstances and where it is in a pupil's best interests, the academy will grant leave of absence to accommodate a pupil on a part-time timetable. In such circumstances, the days and times which the pupil is expected to attend the academy will be agreed in advance.

Religious observance

Parents will be expected to request absence for religious observance at least **two weeks** advance.

The academy will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The academy will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The academy may seek advice from the religious body in question where there is doubt over the request.

Parent travelling for occupational purposes

If a pupil is travelling with their parents as a result of the parent's trade or business and is therefore unable to attend, the academy will assure itself that this is a genuine reason. Proof will not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given. The parent will be encouraged to ensure that the pupil can attend a school where they are travelling to, and be dual registered at that school.

SEND and health-related absences

The academy recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the academy will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The academy will secure additional support from external partners to help bolster attendance where appropriate.

Where the academy has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Safeguarding and Child Protection Policy will be followed. All pupils will be supported with their mental health.

If a pupil is unable to attend the academy for long periods of time due to their health, we will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about academy events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The academy will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the academy will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

Absence in exceptional circumstances

Exceptional circumstances will include when a pupil is unable to attend because:

- There is a lack of access arrangements.
- Transport normally provided is not available and the academy is not within walking distance.
- There is widespread disruption to travel.
- Part of the academy premises is closed, and the pupil cannot be practicably accommodated.
- The whole academy site has been closed unexpectedly.
- The pupil is in criminal justice detention.
- Public health guidance or law legislates that attendance is respectively not advised or prohibited.
- Any other avoidable cause makes attendance impossible.

The use of the seven 'Y' codes for exceptional circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there are a lack of access arrangements, eg. The LA has not upheld its duty to arrange the pupil's home to/from school travel.

9. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the academy has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

Any pupil with permission to leave the academy during the day must sign out at the **school office** and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the principal is notified, and they will ensure the parent is contacted in order to assess the reasons behind the pupil not attending school.

Pupils will not be permitted to leave the academy premises during the school day unless they have permission from the academy. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the principal and patrol staff immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- Staff will conduct a thorough search of the school premises as directed by the principal
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - Any outbuildings
 - The academy grounds
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The academy will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The principal will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

10. Attendance System

Magna Academy implements a 6-stage system of escalating rewards and support, in order to ensure that students and parents/carers maintain, and/or improve attendance. In addition to the continuous monitoring of attendance by the Attendance Lead and other members of staff, the Academy's attendance is reviewed/audited every half term by the Vice Principal. This is outlined in greater detail within Appendix 1.

1	100%	Tutor Recognition
2	95-90%	Attendance Matters - Letter 1
3	95%-90%	Tutor Conversation
4	Below 90%	Initial Fast Tracking Meeting

5	Below 80%	Fast Track Meeting
6	On Fast Track - no improvement (15 days)	FPN issued (paperwork)
7	Continued decline in absence	Attendance Panel/Prosecution

The academy will explore the most suitable option and intervention and support and liaise directly with BCP for guidance and advice on a case by case basis.

If a student has ten sessions of unauthorised absence within a ten week rolling period the academy reserves the right to explore a fixed penalty notice or seek advice on intervention as appropriate

10.1 Sixth Form

Attendance and punctuality is hugely important. It sets good routines, demonstrates to employers and universities that candidates are serious about their studies and that they are organised and reliable. Attendance will be reviewed regularly and students and their parents/carers will be contacted by the tutor if attendance falls below 97%, without good reason e.g. serious accident/illness.

If the student's attendance continues to decline below 95%, then the student and their parents/carers will be invited in to meet with Assistant Principal (Key Stage 5) and their tutor to discuss their attendance further. Further decline in the student's attendance falling below 90%, will result in an attendance contract being implemented. Failure in meeting the expectations of the attendance contract, could result in the students' place within 6th Form being withdrawn. Any further disciplinary proceedings will be decided by the Principal. Further information can be found in Magna Academy's sixth form 'Disciplinary Procedure-Attendance' policy on the website using the link below.

<https://magna.academies.aspirationsacademies.org/wp-content/uploads/sites/9/2024/05/04-Disciplinary-Procedure-Attendance.pdf>

10.2 Non-Starters and transition

Students who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the students to the Local Authority for further checks.

Magna Academy's attendance lead will be in contact with feeder primary schools prior to Year 7 students joining us in September of each academic year. This will enable us to ensure that those students, who have had attendance concerns prior to joining us, will be supported by the Academy in order to facilitate a smooth transition and maintain excellent attendance.

10.3 Reluctant attenders and school refusers

Parents/carers should do everything possible to encourage school attendance. However, if the reason for reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the Academy at the earliest opportunity and Magna Academy will do everything possible to resolve the issue. Colluding with a child's reluctance to attend is likely to make the matter worse.

Please speak with your child's tutor, Head of House, a member of the Pastoral Team, or the Attendance Lead, if your child starts to become reluctant to attend school.

10.4 Supporting students at school with Medical Conditions

Magna Academy understands that students with medical conditions may have implications that could affect their attendance to the academy, and/or lessons during the academy day. Students with medical conditions will be supported, so that they have full access to education, including school trips and physical education. The Aspirations Academies Trust will ensure that arrangements are in place in Magna Academy to support students with medical conditions. Ensuring that leaders consult health and social care professionals, students and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported. Further information can be found in Magna Academy's Medical Policy on the website using the link below.

<https://magna.academies.aspirationsacademies.org/wp-content/uploads/sites/9/2021/03/2021-02-16-Supporting-students-with-medical-conditions-2020.pdf>

10.5 Leavers

Parents must inform the Academy in writing if they are planning to remove their child from Magna Academy. This must include the details of the new school the child is planning to attend or that they are exercising their right to educate their child from home. The local Authority is made aware of any students leaving Magna Academy via CME procedures. The local Authority are responsible for monitoring all children who are educated otherwise. If after ten continuous days of absence the Academy has been unable to ascertain the whereabouts of a student, they will refer the child's details to the Local Authority, in order to perform further checks that are not available to school.

10.6 Home Education

Below is guidance from the DFE for parents/carers who intend to 'Home Educate' their child.

'4.2 If your child is currently on the roll of a school you are not obliged to inform the school that he or she is being withdrawn for home education or gain consent for this. However, it is sensible to do so, in order to avoid subsequent misunderstandings as to how you intend to fulfil your parental responsibility for your child's education. The school is obliged to inform the local authority of children removed from its admission register and will give home education as the reason, if notified of this by the parent. Parents of children withdrawn from school for home education are not legally obliged to inform the local authority themselves - but again it is sensible to do so, either directly or using any local registration scheme which exists, to facilitate access to advice and support.'

3.4 Remember that pressure should never be put on you as parents by a school to remove your child from a school to avoid formal exclusion, or because your child is having difficulty with learning or behaviour. This practice - sometimes called 'off-rolling' - is unacceptable, and if pressure of this sort is put on you by any state-funded school you should inform the local authority.'

Elective home education Departmental guidance for parents – DFE April 2019

[***Elective home education - Magna Academy guidance***](#)

10.7 Deletions of names from the admission register

The academy will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be

removed for any other reason and the school is aware that doing so could constitute off-rolling.

The academy will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the academy is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

11. Recognition and Rewards

Magna Academy places high regard on students achieving an excellent attendance record. This is not just because better levels of attendance leads to higher academic achievement, but it supports students in achieving good habits for their future. Attendance is monitored and recognised at all levels within the Academy, from a student's form tutor, to our Principal. It will be recognised weekly in assemblies and rewarded at key points throughout the academic year. Below are our key reward thresholds.

Threshold	Reward	By
100% attendance & punctuality in an academy term	Certificate sent home to parents/guardians (Bronze, Silver and Gold Attendance Awards)	HOH
Best tutor group attendance in a term/fortnight	Tutor group reward	HOH
Improved attendance (following interventions/meetings)	At the Head of House's discretion (postcards/etc)	HOH
Decline in attendance or unauthorised absence	Targeted support and intervention	VP

12. Absence Intervention

In order to ensure the academy has effective procedures for managing absence, the senior lead attendance champion, supported by the attendance officer and SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Ensuring regular communication with parents and guardians.
 - Engaging with LA attendance teams
 - Using fixed penalty notices
 - Creating attendance clinics
 - Holding weekly attendance reviews and analysis

The academy will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

13. Legal intervention

The academy will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect,, the attendance officer will consider:

- Holding a formal meeting with parents and the academy's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the principal will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

When a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the academy will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice may be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other actions such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the academy will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

14. CPD

The academy will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will

include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

Appendix 1: Attendance Monitoring Procedures

1. A red, amber, green (RAG) rated spreadsheet will be used weekly to monitor attendance of all pupils within the academy.
2. Attendance will be discussed with pastoral and safeguarding staff. Any attendance and punctuality trends noticed will be explored further.
3. Contact will be made every day via an absence text for any pupil absence not reported. Follow up phone calls will be made to parents and guardians regarding unauthorised absence which has not been reported.