



Castle View  
Enterprise  
Academy

## Student Attendance Policy

### 2023-2024

|                      |                |
|----------------------|----------------|
| <b>Author's Name</b> | Mr I. Foster   |
| <b>Date Written</b>  | September 2023 |
| <b>Review Date</b>   | September 2024 |

|                                        |                  |
|----------------------------------------|------------------|
| <b>Date Ratified by Governing Body</b> | 01 December 2023 |
|----------------------------------------|------------------|

***SIGNATURES:***

|                           |                                |
|---------------------------|--------------------------------|
| <b>CEO<br/>Principal</b>  | Mrs J. Bridges<br>Mrs J. Owens |
| <b>Chair of Governors</b> | Mrs H. Mottram                 |

## **Rationale**

Regular attendance reflects commitment, maximises potential educational achievement and presents a positive public image for the Academy. Academy attendance is subject to various Education laws and this policy is written to reflect these laws and the guidance produced by the Department for Education.

## **Purpose**

- To ensure continuity of learning and the maximising of students' potential.
- To minimise 'at risk' situations.
- To develop and foster team spirit.
- To inculcate good habits in preparation for adult life.

## **Safeguarding**

A child may be at risk of harm if they do not attend the Academy regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this Academy, promoting the welfare and life opportunities for children encompasses:

- Attendance.
- Punctuality.
- Behaviour Management.
- Health and Safety.
- Access to the Curriculum.
- Anti-bullying.

Failing to attend this Academy on a regular basis could be considered as a safeguarding matter. If a child is subject to a Child Protection Plan or a Child in Need Plan, the Head of Year will inform the Designated Safeguarding Lead or Deputy for the case, of any unauthorised absence, by 10:00 on the day of absence. A welfare check will also be carried out either through a telephone call or if necessary, a home visit. Contact with the allocated social worker or any other outside agencies will also be made and recorded on CPOMS.

## **Promoting Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of Academy staff.

### **To help us all to focus on this:**

Parents/carers are given the attendance policy for their information and the attendance policy is available on the Academy website to promote stakeholder understanding of the expectations of the Academy and their role within the attendance process.

Parents/carers are given details on attendance, including half-term reports on their child's attendance in order to promote understanding of the benefits of attendance and the impact of absence on progress.

The Attendance Policy is shared with all staff to increase their understanding of their role in improving attendance and increased awareness of the importance of attendance on progress.

The Academy will celebrate good attendance for tutor group achievements with an attendance duck.

Reward good or improving attendance through half termly CV2 cards, certificates, tutor group rewards.

100% attendance rewards each half term.

Improving attendance rewards each half-term.

### **Times of the Academy Day**

Students are expected to attend the Academy Monday to Thursday (Y7, Y8 and Y9 08:35 – 14:35; Y10 and Y11 08:35 – 14:40) and Friday (Y7, Y8 and Y9 08:35 – 13:45; Y10 and Y11 08:35 – 13:35). Registration takes place between 08:35 and 08:50.

### **Holidays and Leave of Absence**

Students are not allowed to take holidays or Leave of Absence during term time. If a parent / carer decides to take their child on holiday, it will be marked as an unauthorised absence. There are no holiday forms. If a parent or carer intends to take their child out of the Academy for any reason, they must contact the Head of Academy directly. The Education (Student Registration) (England) (Amendment) Regulations 2013 state that “...Principals may not grant any leave of absence during term time unless there are exceptional circumstances.”

Taking a holiday of Leave of Absence without the permission of the Principal could lead to each parent being issued with a Fixed Penalty Notice, in accordance with the Local Authority Code of Conduct and May 2022 Guidance from the Department of Education.

### **Monitoring**

Tutors must follow Academy registration procedures. Students should be marked either present or absent on the Integris registration system. Students who are late should be marked as ‘late’ with the number of minutes late recorded.

Every teacher, using the Integris registration system, will keep class subject registers. It is the responsibility of every teacher to inform the Attendance/Pastoral staff of any irregular attendance patterns. In the case of dual-registered students, the institution where the student attends will be responsible for recording daily attendance; however, the Academy will monitor attendance patterns and irregularities in the same way in which it would with non-dual-registered students.

Attendance/Pastoral staff work in partnership with all relevant staff to monitor attendance across the year group.

Attendance/Pastoral staff have regular timetabled meetings with the Senior Leadership Team to discuss attendance within the year group and to highlight specific concerns.

Communication with parents regarding attendance patterns is made by letter, telephone, home visits and/or meetings by either the Head of Year, SLT or the Attendance Officer (or more than one of the aforementioned).

Recognition of improvement is as important as contacts about irregular attendance. Good attendance, on an individual level, is recognised through an Academy-wide rewards system.

### **General Approaches**

The induction programme for new students should identify children 'at risk' through discussion with their existing Head Teacher before they transfer to Castle View Enterprise Academy. Plans should then be made to support them.

Research found "the most common reason given by truants for truanting was the wish to avoid particular lessons". Opportunities for discussion with truants about difficulties or dislikes they may have about particular lessons are made available.

The Integris Lesson Monitor records students' attendance in registration period and lessons. Heads of Year use the system to monitor attendance and truancy. Truancy from individual subjects is dealt with by the

department/faculty. Where the truancy involves more than one lesson, the relevant Head of Year will deal with the student.

In accordance with new Department for Education guidance: 'Working together to improve Academy attendance' September 2022:

First day absence texts/calls are made in all cases of unauthorised absence by the Attendance Officer. In the event of being unable to contact home, a letter may be sent in order to establish a reason for absence. If there is a concern, due to a lack of response or concerns regarding the response, a home visit will take place and concerns will be forwarded to Heads of Year, Pastoral Manager, Attendance SLT link and Academy DSL.

Attendance SLT link will meet with the Attendance Officer weekly to identify and discuss ongoing attendance issues, data trends and ongoing actions. Where appropriate the minutes will be passed to Heads of Year and Pastoral Managers for information and actions. Where specific data trends and issues are identified, Pastoral Managers/Heads of Year will be invited to take part in those meetings to create actions to address these trends and issues.

Where a student is absent and there is no contact from home, either from the parents/carer contacting the Academy, or there is no reply to Attendance Officer contact, concerns will be forwarded to Heads of Year, Pastoral Managers, Attendance SLT link and DSL for information.

The names of any and all students for whom there are safeguarding issues that may or will affect attendance must be forwarded to the Attendance SLT link and Attendance Officer from Heads of Year, Pastoral Manager or Academy DSL.

Any and all attendance issues where the absence is extended or there is cause for concern during contact with parents/carers must be referred immediately to Heads of Year, Pastoral Managers, SLT attendance link and the Academy DSL.

Attendance SLT link, Academy DSL and Pastoral staff, will meet on a weekly basis to identify and discuss safeguarding and attendance issues arising on an ongoing basis and action plans formulated to address these issues. These discussions will be forwarded to SLT meetings for information regarding behaviour and progress.

SLT links for Attendance and Disadvantaged Students will continue to identify trends in attendance and ensure actions are taken to close the attendance gap.

All contact with parents/carers regarding attendance, including: phone calls/texts; letters; emails; meetings (in-person or online) and home visits are recorded on CPOMS in order to create a central record of Academy actions.

Where necessary, regular multi-agency meetings are held to ensure effective communication and facilitate joint action planning.

Any potential adapted timetables or personalised start/finish times for students must be agreed by Attendance SLT link or the DSL before they are shared with parents/carers/students or implemented.

## **Statutory Framework**

Under Section 444 of the 1996 Education Act, a student is required to attend regularly at Academy; failure to do so may result in legal action being taken. A parent / carer may receive a Fixed Penalty Notice or could be fined up to £2,500, face three months in prison and receive a parenting order.

## **Fixed Penalty Notices (FPN)**

If a student has ten or more unauthorised absences during a ten-week period, the parent / carer may receive a FPN warning letter. Following this, a FPN may be issued to a parent / carer if their child has further unauthorised absences during the 15 Academy days following the receipt of the final warning letter. A FPN may be issued if a

student has unauthorised absence resulting from an unauthorised holiday in term time. A FPN currently requires payment of £60 within 21 days or £120 within 28 days, and will result in prosecution for unauthorised absence if unpaid.

### **Understanding Absence**

Every half-day absence from the Academy has to be classified by the Academy (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing and in some cases a letter may be required from a doctor.

Appointments for medical and dental appointments should be made after Academy, with the exception of consultant / hospital or orthodontist appointments (which are not as flexible). Medical evidence must be provided for these absences to be authorised.

Unauthorised absences are those which the Academy does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Academy using consequences and/or legal proceedings. This includes:

- Parents/carers keeping students off Academy unnecessarily.
- Truancy before or during the Academy day.
- Absences which have never been properly explained.
- Students who arrive at Academy too late to get a mark.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be absent from the Academy because they are ill, sometimes they can be reluctant to attend the Academy. Any problems with regular attendance are best resolved between the Academy, the parents and the child.

### **Persistent Absenteeism (PA)**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the Academy year, for whatever reason, regardless of whether this is authorised or unauthorised absence. Absence at this level does considerable damage to any child's educational prospects and the parent's fullest support and co-operation is needed to tackle this.

All absence is monitored thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

### **Students Accessing Night Academy**

Occasionally, students may access their education entitlement at Night Academy, starting and finishing their entitlement later in the day. In this instance their attendance will be coded as present if they attend for the full time. Students attending Night Academy will receive full educational provision supervised by a Head of Year.

### **Children Missing in Education**

A child or young person who is deemed missing education is of compulsory Academy age - between the ages of five and 16 - is not on an Academy roll nor registered at any formally approved education activity and has been out of any education for a substantial period of time.

There are a number of recognised points where children or young people can go missing from education. These include:

- After any form of exclusion from education.
- Failure to complete the transition from primary to secondary Academy.
- Delays in applying for a new Academy when a family arrive in the city.
- Delays in applying for a new Academy when a child leaves an independent (private) Academy.
- Child removed from Academy by family who leave the area with no forwarding address.
- Child removed and not registered as "home educated".

These 'missing' children are amongst the most vulnerable children. Castle View Academy will liaise with practitioners in all services and work together to identify and re-engage these children, back into appropriate educational provision as quickly as possible.

In order to safeguard these children and ensure that they are able to access education, Castle View Academy will investigate the whereabouts of these children.

Investigations should include attempts to make telephone contact with all family members, home visits and liaison with partner agencies.

If contact is established with the family and they are still residing in the area then the parents must be notified of their legal obligations: parents are to ensure that their child is in receipt of full-time education and the matter will be pursued as an attendance concern.

If contact cannot be established with the family and their whereabouts are unknown, a Child Missing in Education referral form will be completed and forwarded to the Local Authority (Appendix 1).

### **Students Missing from Education or at Risk**

There are students who are subject to safeguarding procedures who require vigilant daily monitoring. Heads of Year must record their absence and follow up these students as a priority. This information must be passed to a member of the Senior Leadership Team and the Designated Safeguarding Lead or the deputies. This information must be recorded on CPOMS.

If a student has failed to attend the Academy for three Academy days (this differs for vulnerable cases who are CIN / CP) and has not been sighted by a staff member or appropriate outside agencies, the Head of Year must make an immediate referral to a member of the Senior Leadership Team and the designated Child Protection Officer for that case. A home visit will then be arranged and the Local Authority Attendance Officer informed. A standard letter will be issued at the home address, should there be no response at the home address. Other relevant agencies will also be informed at this point. At ten Academy days, the Missing Student Protocol will be followed. The student will be reported missing and an IAT9 completed, stating that the student is missing from education. The police will be informed in all cases open to safeguarding.

On occasion that a student hits the above trigger, the Senior Leadership Team will meet to discuss patterns of absence amongst similar groups of students, and prepare necessary relevant risk assessments.

Students on alternative provision will have their attendance monitored by the senior staff in charge, following the same protocol.

### **Summary**

The Academy has a legal duty to publish its absence figures to parents and to promote attendance. We will provide a positive environment for learning. Equally, parents have a duty to make sure that their children attend the Academy.

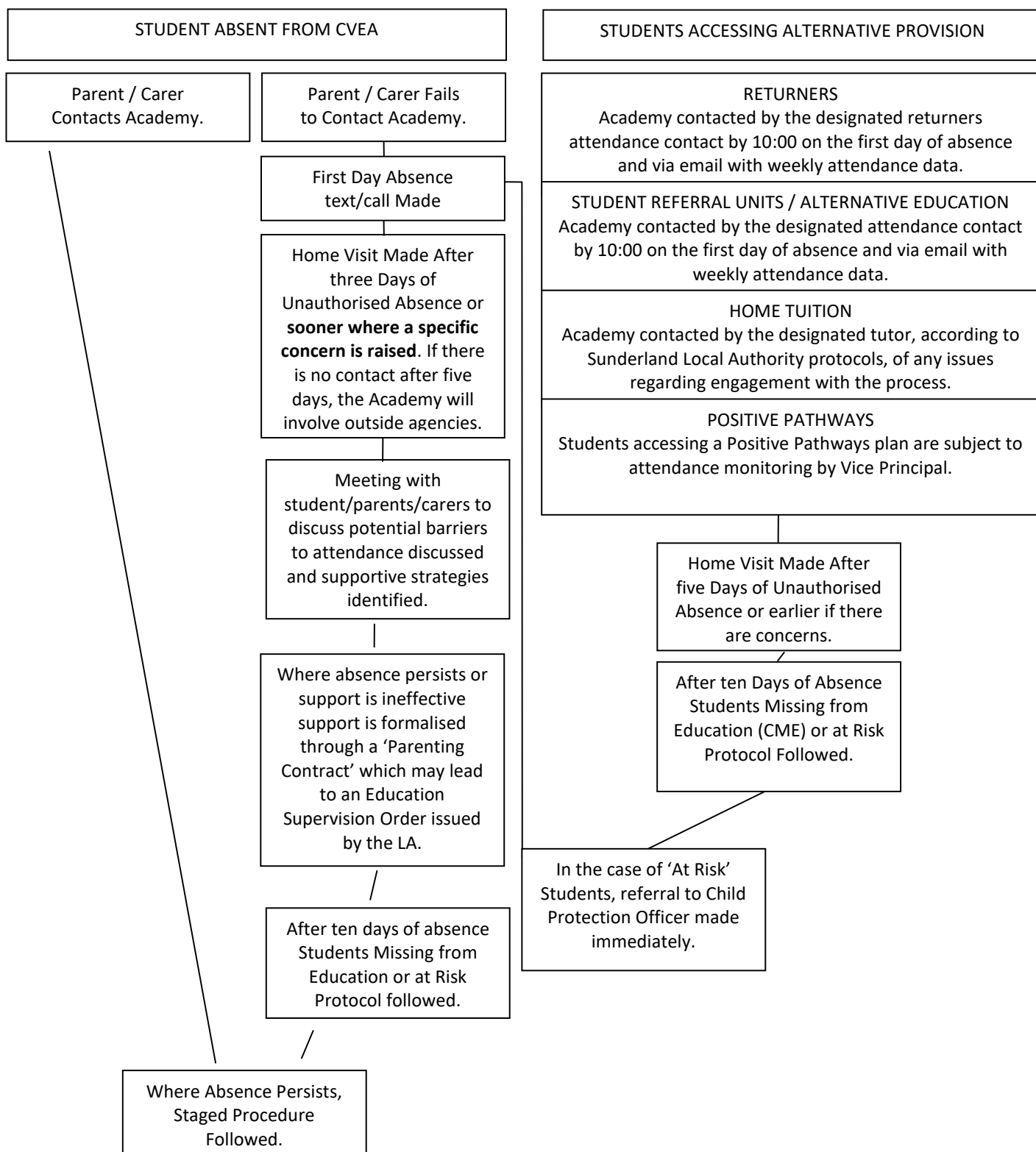
All Academy staff are committed to working with parents and students as this is the best way to ensure a high level of attendance, and that every child's welfare and life opportunities are promoted, to ensure that they can fulfil their potential and aspirations.

### The Attendance Staged Procedure

| CONCERN                                                                                                                                                                                                                                                                             | STAGE | LEVEL                                                                                                       | ACTION                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Broken weeks.<br>two extended absences totalling a week or more, or three absences of any length within a term.<br>Issues raised.<br>Pattern of absence.                                                                                                                            | 1     | Warning letter issued.                                                                                      | Continual monitoring by Head of Year and Assistant Vice Principal. Parents / carers may be informed, at this stage, that future absences will be unauthorised. Early Help offered. Follow up call if no response.                                                                                                                                                                            |
| No improvement in attendance from Stage 1 letter over the course of two weeks or rolling weeks thereafter.                                                                                                                                                                          | 2     | Unauthorised letter, includes invitation to meeting with Attendance Officer/SLT link in person or on TEAMS. | Meeting with parents / carers which may include representation from the Vice Principal, Head of Year and / or Locality Attendance Officer. Issues discussed. All contact recorded. Parents / carers to be informed that future absences will be unauthorised by letter. Early Help Referral <b>must</b> be offered again if the initial offer was refused or there was no specific response. |
| Attendance fails to improve and absences are unauthorised. Locality Attendance Officer discusses the case with Legal Interventions Officer.                                                                                                                                         | 3     | Referral to Locality Attendance Officer.                                                                    | Fixed Penalty Warning Notice (FPWN), Fixed Penalty Notice (FPN) or Final Warning Notice (FWN). Possible Formal Attendance Review.                                                                                                                                                                                                                                                            |
| After a Stage 3 Referral has been made, the Local Authority Attendance Team would investigate by making contact, either by home visit, telephone call or letter. Future attendance would be monitored. Further action would be taken if there are subsequent unauthorised absences. |       |                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                              |
| Failure to display improvement in attendance over a monitoring period.                                                                                                                                                                                                              | 4     | Court Procedures.                                                                                           | Court and prosecution.                                                                                                                                                                                                                                                                                                                                                                       |

*The use of a Fixed Penalty Notice (FPN) stands alone from the above Staged Procedure, the criteria for which being set out in the section entitled Fixed Penalty Notices (FPN).*

*Stages carry forward over a child's time at Castle View Enterprise Academy.  
They do not re-start at the beginning of each academic year.*





### The Punctuality Staged Procedure

| CONCERN                                                         | ACTION                                                                                                                   |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Student late for Academy but arrives before 08:50.              | End of Academy day detention with Head of Year. Failure to attend results in a one-hour detention on Friday.             |
| Student late for Academy after 08:50.                           | 'L' code recorded on attendance record. Parents / carers informed.                                                       |
| Student persistently late for Academy but arrives before 08:50. | Late detentions at the end of the Academy week. Parents / carers informed and asked to attend meeting with Head of Year. |
| Student persistently late for the Academy after 08:50.          | The 'U' code is used for individual identified cases which counts as a half day unauthorised absence.                    |

# ATTENDANCE REFERRAL 2022/2023

**All sections must be completed by Academy.**

Checklist of mandatory documents required before a referral will be accepted:

- An Attendance Certificate.
- History of Change Report– (Amendments made to the student's Attendance Register).
- Copy of the letter(s) advising parent(s) of the Attendance Referral
- Chronology detailing dates of communication/contact made by Academy with parent(s)
- Any Medical information – letters from GP/Consultant/CAHMS/CYPS

**Completed referrals should be emailed to:** [attendance@sunderland.gov.uk](mailto:attendance@sunderland.gov.uk)

|                                                                                                           |                            |
|-----------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Student Details</b>                                                                                    |                            |
| Name                                                                                                      | DOB: Year Group:           |
| Academy:                                                                                                  | Gender: <b>Male/Female</b> |
| <b>SEND/EHCP Status:</b>                                                                                  |                            |
| Eligibility Free Academy Meals: <b>YES/NO</b>                                                             |                            |
| Is the student dual registered? <b>YES/NO</b> Name of alternative placement:                              |                            |
| Is the student subject to an Individual Healthcare Plan <b>YES/NO - If Yes Attach a copy of the plan.</b> |                            |
| <b>Parent(s)/Carer(s) Details (please identify relationship if not parent)</b>                            |                            |
| <b>Mr /Mrs /Miss /Ms</b> (Delete as appropriate) First Name                                               | Surname                    |
| <b>Mr /Mrs /Miss /Ms</b> (Delete as appropriate) First Name                                               | Surname                    |
| Address:                                                                                                  |                            |
| Post Code:                                                                                                | Telephone No:              |
| Email address:                                                                                            |                            |
| Interpreter required <b>YES/NO</b>                                                                        |                            |
| Reason offered by the parents for the absences with corresponding dates                                   |                            |

|                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meetings with parents and child to discuss attendance – dates and outcome                                                                                                                     |                                                                                                                                                                                                                                                                                                            |
| Referral made to Early Help: <b>YES/NO</b><br><b>Date</b><br><b>If YES, please advise of Outcome</b><br><br>Name of Early Help Worker<br><br><b>If No - why has a referral not been made?</b> | <b>Is the Child</b><br>LAC <b>YES/NO</b><br>Child in Need: <b>YES/NO</b><br>Child Protection Plan: <b>YES/NO</b><br><br><b>Name of Social Worker:</b><br><br>Has the Social Worker been informed of this referral?<br><b>YES/ NO</b><br><br>Does the Social Worker support this referral?<br><b>YES/NO</b> |

|                                                                      |
|----------------------------------------------------------------------|
| <b>Is the student receiving/awaiting support from CAMHS or CYPS?</b> |
|----------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reason for Referral?</b><br><br>Please explain why you are making this referral, include all relevant information you hold about the child and their family for example any bullying, medical or family issues that are/could be impacting on the child's attendance and how this is affecting their attendance and/or attainment; have you referred the child and family to any other agencies and if so, have they engaged? |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Are you aware of any reason why the Locality Attendance Officer should not make a home visit?**  
(It is important to include any known risk factors to ensure the safety of the LAO-must be completed).

**THIS REFERRAL WILL BE RETURNED IF IT IS NOT FULLY COMPLETED AND/OR IF THE SUPPORTING DOCUMENTATION IS NOT ATTACHED**

I confirm the Academy will not routinely authorise any further absences without justifiable evidence. The parent(s)/carer(s) has/have been advised of this and have also been informed this referral has been made. I fully understand that the information contained within this referral will be shared with the parent(s)/carer(s) and all the required supporting documents are attached

Name of Refer

Date

## Appendix 1

# Children missing from education Academy notification form

together for  
**children**  
SUNDERLAND

This form is to be used by Academy's to notify the LA when a student has gone missing and no contact can be made with the parent/carer to establish reason for absence

- Ceased to attend the Academy and forwarding address of the family is not known
- When a child has not returned from holiday within 10 Academy's days of the expected date of return
- Email the relevant details to: ehaat@togetherforchildren.org.uk

|                                                            |                                                               |
|------------------------------------------------------------|---------------------------------------------------------------|
| Child's forename:                                          | Child's last name/also known as:                              |
| Date of birth:                                             | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Name of parent/carer:                                      |                                                               |
| Address:                                                   | Telephone no:<br>Mobile:                                      |
| Academy:                                                   | Date last attended Academy:                                   |
| Possible New Address<br>If not know possible new Area (LA) |                                                               |
| Additional information:                                    |                                                               |

Name: ..... (referrer)

Date: .....