The Marlborough Science Academy	
Attendance & Registration of Students Policy – GP14	
Responsible Governing Body Committee:	**Personnel Committee**
Policy type:	**Statutory**
Date of Origin:	**November 2008**
Adopted by:	**Full GB**
Author:	**Mark Fitzgibbon**
Location:	
Filename:	

Review Due Date	Review Completed	Amendments Y/N
18th June 2015		
June 2016	June 2016	N
	October 2016	Y
	May 2017	Y
October 2018	November 2018	Y
November 2019	November 2019	Y
September 2020	October 2020	Y
September 2021	October 2021	Y
September 2022		

Other policies/procedures linked to this policy:

Whole School Behaviour Policy GP23
Whole School Behaviour Procedures SP23
Teaching and Learning Policy GP38
Equalities Policy GP09

Purpose:
- The Marlborough Science Academy knows that good attendance at school is essential to learning: it is only through full attendance that students will realise their true potential. Good attendance and punctuality will be promoted and rewarded.
- The school will provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- Attendance of students and their punctuality to lessons will be monitored closely. The school will have in place systems for dealing with late arrivals and for the reintegration of students who have had prolonged absence. The school will take active measures in dealing with poor attendance and with unauthorised absences, and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality and to those parents who take family holidays during term time, or where appropriate
- The school will establish an effective and efficient system of communication with students, parents and agencies to provide mutual information, advice and support about matters of attendance and punctuality.
- Persistent absence from school without a good reason is an offence by the parent and this can result in legal action being taken by the Local Authority on behalf of the school.

Implementation:
- The school will rigorously pursue and implement those strategies that will increase the overall attendance percentage for the school, and reduce the number of students who fall into the Persistent Absentee category. It will meet and endeavour to surpass all DFE targets with regard to attendance and other applicable targets.
- As part of our staff induction programme, new teaching staff will be made aware of our commitment to attendance and their legal obligations as class teachers and form tutors.
- The school will implement an extensive range of strategies and rewards to encourage students to meet attendance levels of 96% and above.
- Formal registration of students will take place twice a day as required by law (Appendix 1 - codes).
- The school will liaise with the relevant agencies and parents/carers to support students with attendance issues.
- The school will continue to raise awareness about the importance of attendance through tutor time, assemblies, the school newsletter, notice boards, and lesson time and focus weeks.
- Student attendance will be a priority for teachers, support workers, Directors of Learning, Senior Leadership Managers, the Senior Leadership team and governors.
- The school will not accept requests to remove students from school for reasons not associated with that student's education, for example family holidays unless there are exceptional circumstances agreed by the Headteacher.
- It is the parents/carers responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents/carers should regularly update the school and inform on when the child is returning.
- Parents and/or carers of students also have a legal responsibility to ensure the regular attendance of the latter and to inform the school as soon as possible of any intended or actual absence. These respective duties are summarised in the Home School agreement, which is accepted by the school, the student, and by the parents/guardians at enrolment.
- Parents/carers should keep the school well informed, in cases of lengthy absence. Parents/carers will be encouraged to keep absences to a minimum. A note or explanation from a child's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.
- Provide medical evidence indicating attendance at the dentist, doctor or optician before the arranged appointment unless an emergency situation has arisen. Whenever possible all appointments should be made outside of school hours.

- In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised. The Headteacher and Governors have determined that: In exceptional circumstances permission may be granted for a maximum of ten days of holiday. Exceptional circumstances are limited to unavoidable situations /events which cannot reasonably be scheduled at another time and recommendations of a health professional regarding life expectancy. Where leave of absence in term time is due to exceptional circumstances, a letter outlining the reasons must be submitted for consideration by the Headteacher. Documentary evidence may be required to support an application. If leave is taken without prior authorisation by the school it will be recorded as an unauthorised absence and Education Welfare will be notified. Letters received retrospectively will not be considered. In considering the request we will also look at various factors such as the timing of the request:
    - Students should not be absent both immediately before and during assessment periods e.g. GCSE or any other public examinations.
    - Where a student's attendance rate is already below 96% or will fall to or below that level as a result of taking leave.
    - Other periods of leave which the student may have had, either during the current or previous academic year.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.
- A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Attendance Improvement Officer. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

Penalty Notices
- Penalty Notices falls under Sections 444a and 444b of the Education Act 1996. The Education (Penalty Notices: England) Regulations 2007 set the framework for the operation of the Penalty Notice Scheme. Circumstances in which a penalty notice might be issued are: Overt truancy, Parentally condoned absences, Unauthorised leave of absence/holidays in term-time, excessive delayed return from authorised holidays without prior school agreement, persistent late arrival at school (after the Register has closed)
- The amount payable on issue of a Penalty Notice is £60 (per parent) if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days. If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance or withdraw the penalty notice
- For post 16 students, should their individual attendance fall below 90% and there be no valid reason for this (for e.g., long term illness) then the school reserves the right to charge for their exam entries. If this is the case, then parents will be notified accordingly.
- Penalty notices will only be issued following the Local Authorities Code of Conduct guidelines

Who/What was consulted
- DFE Guidelines

Roles and Responsibilities
- Governors are responsible for monitoring attendance half termly, through the Personnel Committee.
- Information required by DFE will be provided by the school.
- We will co-operate with the local authority in pursuing extreme cases of non-attendance when comfortable that all strategies have been used.

Appendix 1
Attendance codes

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	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

Absence codes
Authorised Absence:

Code	Definition	Scenario
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
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the school

Unauthorised absence

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 reason emerges)
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

Administrative codes

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 or student is in custody
Z	Student 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

Coronavirus Addendum

This addendum applies for the 2021/22 academic year. It sets out changes to our usual Attendance Policy and should be read in conjunction with the above. Unless covered here, our usual Attendance Policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

This policy meets the requirements of the Department for Education's (DfE's) guidance on school attendance during the 2021/22 academic year. It outlines that:

School attendance is mandatory for all students. This is to ensure that:

- as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development is minimised
- students do not fall further behind due to missing out on more time in the classroom
- absence rates are limited at those students with higher overall absence achieve less well

This means that the usual rules on school attendance will apply, as outlined in our usual Attendance Policy, including:

- It is parents/carers duty to secure that their child attends regularly at school
- It is a school's responsibilities to record attendance and follow up absence
- Schools have the availability to issue sanctions, including fixed penalty notices and prosecutions, in line with the local authority's codes of conduct.

It is mandatory for all students of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with our main school Attendance Policy
- They cannot attend school due to specific circumstances related to coronavirus (please see below)

Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' during the 2021/22 academic year in circumstances where a student's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

Examples in which 'non-attendance in relation to coronavirus' could apply

Students who have symptoms of COVID-19 or have received a positive test either via LFD or PCR, are required to isolate.

If a student tests positive via LFD, they should get a confirmatory PCR test. If a student tests negative on the PCR, they can stop self-isolating and return to school. If a student remains unwell with a different illness and if they are unfit to learn, they should continue to stay at home and parents should contact school on every day of the absence. If a student tests positive, they should continue to self-isolate for the remainder of the 10 days in line with public health guidance.

Student has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The student must quarantine on their arrival to the UK and return to school thereafter in line with the most up to date guidance.

Student is required to shield

Clinically extremely vulnerable students are no longer advised to shield. All clinically extremely vulnerable students should attend their education provision unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. If this is the case, a parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their NHS letter. The student will stay at home until the measures in place are reviewed and lifted and are no longer necessary.

Circumstances in which students do not need to self-isolate

Students who are a close contact of someone who has symptoms of or confirmed COVID-19.

Students who are a close contact of someone who has tested positive are not required to self-isolate. They should instead get a PCR test and should only self-isolate if the result is positive. Students should attend school as normal whilst awaiting the result of the PCR test, unless they themselves develop any of the recognised symptoms, which are:

- High temperature
- Loss or change to sense of taste of smell
- A new, continuous cough

If a member of the student's household tests positive, the student is not required to isolate, unless they themselves develop symptoms or test positive via LFD or PCR. Instead, a PCR should be arranged and the student should only isolate if the result is positive.

Remote Learning Provision

If a student is not attending school because of circumstances related to coronavirus as outlined above, but where the student is not ill, school will provide the student access to remote education.

Appendix 1: student absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	- Student has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results - Student has to self-isolate (for 10 days) because someone they live with tested positive - Student has to self-isolate (for 10 days) because they are a close contact of someone who tested positive - Student has to quarantine (for 10 days) after a trip to a non-exempt country - Student is required to shield in the case of a local or national lockdown - Student is not eligible attend in the case of local lockdown
I	Illness	- Student remains unwell following a negative test result (i.e., with a different illness) - Student has to continue to self-isolate because they tested positive