



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Attendance Policy

<i>Responsible Board/Committee</i>	Academy Trust and Foundation Board
<i>Policy Type</i>	Hybrid Policy
<i>Policy Owner</i>	Education
<i>Statutory</i>	Yes
<i>Publish Online</i>	Yes
<i>Last Review Date</i>	June 2024
<i>Review Cycle</i>	Annual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
<i>Next Review Date</i>	June 2025
<i>Version</i>	1

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1. Introduction

This policy is statutory (from 19 August 2024; Working together to improve school attendance), and is to enable Foundation Schools and the Academy Trust to promote high levels of school attendance.

This policy should be read alongside National, Local and School policies and documentation on:

- [Children missing education](#)
- Supporting children with medical conditions in school
- [Education for children with health needs who cannot attend school](#)
- [Suspensions and exclusions](#)
- Alternative provision
- [Keeping Children Safe in Education \(KCSiE\) 2024](#)
- [Working Together to Safeguard Children](#)
- [Birmingham Elective Home Education \(EHE\) guidance](#)

For the purpose of this policy, a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who cares for a child or young person (i.e., lives with and looks after the child).

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the school considers the specific needs of certain pupils and pupil cohorts. The policy should be fairly and consistently applied but in doing we always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of the policy, we recognise our obligations under the Equality Act 2010 and considerations under the UN Convention on the Rights of the Child. We seek to work in partnership with pupils, parents to remove barriers to attendance.

The Equality Act 2010 states that it is unlawful to discriminate against people because of the protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

In the implementation of this policy, the school is mindful of conscious and unconscious bias. This means in dealing with attendance the school will:

- Take time to consider decisions; listening to and considering issues that are raised.
- Justify and record decisions, including the reasoning.
- Ensure all pupils, parents and interested parties know what is expected of them.
- Ensure clear guidance on reporting prejudice-related concerns.
- Promote positive behaviours.
- Encourage engagement from a wide range of pupils, parents and interested parties.

School will also comply with the Birmingham City Council and Keeping Children Safe in Education guidance on Elective Home Education (EHE) and involve services such as Birmingham Special Educational Needs Assessment and Review Service ([SENAR](#)); [Birmingham Children's Trust](#); [Birmingham Education Safeguarding Team](#) and Birmingham Education Legal Intervention Team as we know that elective home education can mean that some children are not in receipt of suitable education.

2. School statement of intent

At King Edward VI Handsworth School for Girls, we recognise that attendance at school is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and life chances. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for safeguarding and educational needs to be identified and support provided.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. Parents have a legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance.

We are committed to providing the highest quality of education and safeguarding; looking to parents to support these objectives. King Edward VI Handsworth School for Girls has high expectations for every pupil's attendance and offers support to those who find attendance challenging. Securing good attendance must be a concerted effort across all teaching and non-teaching staff.

We appreciate the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

King Edward VI Handsworth School for Girls is committed to working in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

3. Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

Expect: Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor: Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand: When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support: Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support: Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in

place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce: Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

4. Statutory information

Senior Attendance Champion Name	Mrs Emma Jones
Senior Attendance Champion Position	Assistant Head (Director of Safeguarding and Pastoral Care Years 7-11)
Senior Attendance Champion Contact Details	ejones@han.kevibham.org 0121 507 8558
School start time (AM register opens)	8:35am
Morning (AM) register close time*	9:00am
Afternoon (PM) register open time	1:55pm
Afternoon (PM) register close time*	2:00pm
Contact details for on-the-day explanation of unexpected absence**	Report via school comms or on 0121 554 2342
Contact details for routine absence information (e.g. Form Tutor)	School comms
Contact details for requesting leave of absence	Attendance Officer attendance@han.kevibham.org
Contact details for further and on-going support on attendance issues (e.g. Head of Year/ Attendance Officer/ Family Liaison Officer)	Attendance Officer, Miss K Kumari attendance@han.kevibham.org Family Liaison Officer, Mrs C Toy ctoy@han.kevibham.org Assistant Head (Director of Safeguarding and Pastoral Care Year 7-11) Mrs E Jones ejones@han.kevibham.org
Electronic Management Information System used for admission and attendance registers	SIMS

*registers must be open for the same length in each session, but for not longer than 30 minutes

**when a pupil is unexpectedly ill, the school does not routinely require medical evidence; when the school has genuine and reasonable doubt about the authenticity of an illness, we may request additional supporting evidence.

5. The role of the School Attendance Champion

The School Attendance Champion is a designated senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies as appropriate. They are responsible for:

- Setting a clear vision for attendance;
- Establish and maintain effective systems for tackling absence;
- Maintaining a strong grasp of absence data to focus the collective efforts of the school;
- Regularly monitoring and evaluating progress on attendance, including the efficacy of the school's strategies and processes;
- Ensuring all teaching and non-teaching staff know the importance of good attendance;
- Appropriately resourcing for attendance support.

6. School admission register

The admission register (school roll) contains personal details of every pupil (both of compulsory and non-compulsory school age) in the school along with their starting date, information regarding parents, and details of the school last attended.

Parents are encouraged to notify school of changes to information whenever they occur, so the school can update the admission register.

A pupil's name can only be lawfully deleted from the admission register in line with regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. The school will notify the Local Authority when a pupil is deleted from the admission register, except when it is at the end of the last term of the school year when they are in the school's most senior class. The school will inform the Local Authority of the pupil's admission register details as well as the name of the new school and the reason set out in regulation under which the pupil's name has been deleted.

The school admissions register records:

- Full name;
- Name the pupil uses in school;
- Sex;
- Address;
- Full name and address of each of the pupil's parents;
- Which of the pupil's parents, if any, the pupil normally lives with;
- At least one emergency contact telephone number (two are recommended);
- Day, month, year of birth
- Day, month year of pupil's starting day at the school;
- Name and address of the last school attended by the pupil, if any.

Where a parent informs the school that the pupil will live at another address, whether in addition to or instead of the given address, the admission register will be updated to include:

- The address;
- The full name of each parent the pupil will normally live with;
- The date the pupil will start normally living there.

If a pupil is moved to another school, the admission register will updated to include:

- The name of the other school;
- The date when the pupil began or will begin attending the school.

7. School routine procedure for managing attendance and lateness

A register of all pupils is taken at the start of each morning session and once during the afternoon session of each school day. This is a record of the pupil's physical presence in school, or the reason they are not in school. The national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024, are used.

The register is a legal record of attendance, and the school preserves every entry for 6 years from the date the data was entered. Amendments to the register must only be made when a reason for the absence is subsequently established. When amendments are made, the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made and the person making the amendment must all be recorded.

Attendance data is shared automatically with the Department for Education. Check and outline process for this – who does this – Foundation or School [Share your daily school attendance data - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/share-your-daily-school-attendance-data)

On day procedures

- Parents/guardians communicate via school comms or on the school number 0121 554 2342 by 8.30 am
- The Attendance Officer is responsible for ensuring registers are updated accordingly.
- First Day calling for the N coded students. Pupil Premium, SEND and those on the safeguarding ones-to-watch lists are contacted by Mrs C Toy, the Family Liaison Officer.
- The Attendance Officer identifies trends and pupils who have had three consecutive days of absence. This triggers a 4th day Home Visit by the Family Liaison Officer and another member of the Pastoral Team.
- Medical evidence is requested and a letter via email relaying attendance concerns.
- For PM registration, the Attendance Officer ensures that all teachers complete registers in a prompt manner.
- Attendance stats made available to SLT on Powerbi daily, with the Senior Attendance Champion (Mrs E Jones) highlighting significant figures.

Further procedures

- The Attendance Officer is trained in coding and is responsible for ensuring registers are coded correctly.
- Any students who are dual registered or attending alternative provision have daily attendance shared with the school;
- All students in school are on a register for all periods of the day for lesson by lesson attendance monitoring; no student has a period of the school day that is not monitored through SIMS.
- When a pupil returns to school from a significant absence, a reintegration meeting will take place with members of the pastoral and attendance team.
- Weekly attendance meetings take place of the Attendance Team. This identifies those pupils at risk of becoming Persistently/ Severely Absent, discussing action plans to tackle this. This information is shared with Pastoral Leads. Meetings take place to identify the barriers to attendance and Early Help is put in place.
- The Early Help provision includes- Tutor, PAL and SLT check ins; involvement of the wider attendance team- identifying barriers to attendance completing Signs of Safety; and

Attendance meetings with Parents/ Guardian and pupil. The wider toolkit includes- support around SEMH, financial support for bus passes, soft-start to the school day, in rare occasions part time timetables (reviewed fortnightly), medical support, involvement of young wellbeing lead and Wellbeing Crew; and accessing external agencies through Birmingham City Council.

Punctuality

- Punctuality is recorded by form tutors, teachers and the Attendance Officer. Those arriving before 9am receive an L mark (with minutes late). Those arriving post 9am will receive a U mark.
- 4 late arrivals in a Half Term leads to an afterschool detention. Two subsequent late arrivals will trigger a further After School Detention. If a pupil receives a third detention, this will become an SLT detention on a Thursday.

See Appendix One for communication with parents.

8. Leave of absence

The school may, at the Headteacher's discretion, grant a period of leave of absence. The circumstances for granting a leave of absence are given in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.

- Taking part in a regulated performance or employment abroad; this should be in line with a licence obtained from a Justice of the Peace or a body of persons of approval (BOPA);
- Attending an interview: for entry to another educational institution or employment
- Study leave for public exams: as agreed in advance with a parent the pupil normally lives with;
- A temporary, time-limited part-time timetable: for exceptional reasons and having agreed the times and dates the pupil will be expected to attend school;
- Other exceptional circumstances: the school will consider an application, made in advance, for a leave of absence made by a parent the pupil normally lives with. Generally, term-time holidays or other absence for leisure or recreation are not considered an exceptional circumstance. Pupils are not permitted to take a leave of absence to take part in protest activity during school hours;
- Leave of absence cannot be granted retrospectively. If a parent has not applied in advance, leave of absence cannot be granted.
- When a pupil returns from a leave of absence for a medical/dental appointment they must register with the Attendance Officer by the Pupil entrance to the school.
- Leave of absence requests for any other reasons (including sporting activity requests) may take up to 48h to respond to, in line with our communication protocol;
- All attendance can be checked on parent/carer accounts on SIMS to monitor attendance.

9. Promotion of good attendance

Good attendance starts with close and productive relationships with parents and pupils. The school treats pupils and parents with dignity and uses a positive approach to attendance; recognising that this helps to challenge parents' misconceptions about what good attendance looks like.

- Listen to and understand students' and parents/carers' concerns about potential barriers to attendance;
- Work with partners to mitigate the impact of barriers beyond the school's control;
- Utilise the escalation of support processes for students at risk of becoming severely or persistently absent;
- Conduct home visits where there are concerns about attendance for vulnerable students as a means to support improving their attendance;
- Access Early Help when appropriate;
- Communicate the importance of good attendance to all students, parents/carers and staff
- Where applicable, make use of pupil premium funding to improve attendance;
- Visibly demonstrate the benefits of good attendance and share the weekly attendance by year group in the corridor by the Playroom.

Attendance Rewards

- Certificates for 100% attendance (Bronze, Silver and Gold over the year) and most improved attendance.
- Form breakfasts for highest or most improved attendance per Half Term.
- '100%' attendance and punctuality weeks- with a prize draw per year group in the next assembly. Identified from 2023-24 data as Week before October Half Term, Week before Christmas, Weeks either side of Easter holidays.

10. Using data to improve attendance & punctuality

The school recognises that poor attendance is habitual, and therefore early identification, intervention and prevention are crucial. The school regularly analyses data to both identify and provide immediate support to pupils or pupil cohorts that need it.

- Powerbi provides effective and efficient monitoring of attendance analysing weekly attendance patterns in order for pastoral leaders to deliver intervention and provides regular attendance reports to Senior Leaders to facilitate early discussion of attendance and are shared with appropriate staff members;
- Powerbi identifies individual students at risk of severe or persistent absence on a daily basis informing the relevant pastoral leaders in order to put intervention in place;
- The Assistant Head (Director of Safeguarding and Pastoral Care 7-11) analyses and evaluates data half-termly, termly and yearly to identify patterns and trends among students and cohorts using data provided by Powerbi and the Assistant Head (Data) broken down by cohorts and subgroups sharing with Governors on a termly basis;
- The Assistant Head (Data) uses benchmarks data against local, regional and national levels to identify areas of focus as well as comparing year-on-year trends;
- The Assistant Head (Pastoral) in conjunction with other Senior Leaders, monitors the impact of interventions and strategies to improve attendance;
- The Assistant Head (Pastoral) in support of other Senior Leaders, identifies student cohorts for monitoring;
- Data comparison of attendance is discussed at termly Governing Body meetings in order to ensure appropriate action is being taken, where needed, and reviewing the impact of strategies. In addition to this, the comparison with other similar schools in the Academy Trust, and collaboration through the Attendance group, to share best practice is reported to Governors to ensure that King Edward VI Handsworth School for Girls data is in line with Trust and Foundation data;

- Using Sims, Pastoral Leaders and Senior Leaders are able to monitor lesson attendance within sessions to identify patterns of absence within the school day and deal with any students who are on site but not attending lessons for pastoral, SEND or behavioural reasons.

11. Reducing persistent and severe absence

Persistent absence: a pupil is absent from school for 10% or more of their possible sessions.

Severe absence: a pupil is absent from school for 50% or more of their possible sessions.

At King Edward VI Handsworth School for Girls-

- First day calling of the Family Liaison Officer to SEND, PP, vulnerable and PA students;
- Email contact in the lead up to the beginning of term to 'welcome' back PA students;
- Weekly meetings of the attendance team to identify pupils who are at risk of becoming persistently absent;
- Form tutors to receive a RAG rated attendance list weekly to facilitate discussion;
- A varied Extra and Co- Curricular programme to engage students and engender belonging;
- Identifying the barriers to attendance faced by students identified as persistently or severely absent is through effective and regular communication with parents/carers and staff knowing the circumstances of individual students;
- Supporting individual students and pupil cohorts identified as persistently or severely absent to enable them to re-engage with school is through close monitoring of attendance and weekly reviews of attendance by cohorts and subgroups to identify trends. Powerbi is used to provide weekly reports to pastoral leaders to be able to proactively address this;
- Working with external agencies to support students identified as severely absent through Early Help and liaison with the Attendance team at Birmingham City Council;
- Recording decisions and their reasoning for decisions made around students identified as persistently or severely absent on our safeguarding system, CPOMS.
- All concerns about attendance are reported and updated on CPOMS including home visits and/phone calls. Form Tutors are added to these concerns and are able to update daily, if required, in order to ensure record keeping is accurate and effective.

See Appendix 2 for fines

12. Role of the Foundation (Academy Trust)

The school is a member of the King Edward VI Foundation Birmingham, this enables the school to access data and best practice from across the Foundation. The Foundation also supports schools to promote excellent attendance by:

- Ensuring the school prioritises the importance of school attendance through the school's ethos and policies;
- Reviewing and comparing attendance data to discuss and challenge trends;
- Ensuring the school's leadership team fulfil the expectations and statutory duties;
- Supporting staff through training opportunities;
- Sharing good practice across the Foundation;
- Where appropriate, working with schools to develop a comprehensive attendance action plan.

13. Need for legal intervention

As absence is often a symptom of wider issues a family is facing, the school always seeks to work with local partners to understand the barriers to attendance and provide support. Where that is not successful, or not engaged with, the law protects a pupil's right to education, with a range of legal interventions to formalise attendance improvement efforts. When all other avenues have been exhausted, this may include prosecuting parents.

The school follows the Birmingham City Council (BCC) Fast-Track approach to attendance, details of which are available [here](#). The school uses the national threshold for considering when a penalty notice is appropriate, and will refer to the BCC Education Legal Intervention (ELIT) team as appropriate.

In considering the need for a penalty notice the school will consider each instance on a case-case basis. In particular the school will take into account the following considerations:

- Is further support appropriate in this case?
- Is a penalty notice the best available tool to change parental behaviour?
- Is issuing a penalty notice appropriate after considering any obligations under the Equality Act 2010, for example where a pupil has a disability?
- Is it in the public interest to issue a penalty notice in this case?
- Are there any external agencies that could further support the family?

If the national threshold has been met, and a penalty notice issued, the school will monitor the impact of the action, further reviewing the case if necessary.

14. The attendance register

The school keeps electronically an attendance register of all pupils on the school admission register (the school roll) in accordance with School Attendance (Pupil Registration) (England) 2024. The attendance register is taken at the beginning of the morning session and once during each afternoon session.

School morning session times	8.35am-12.50pm
School afternoon session times	1.55pm-3.35pm

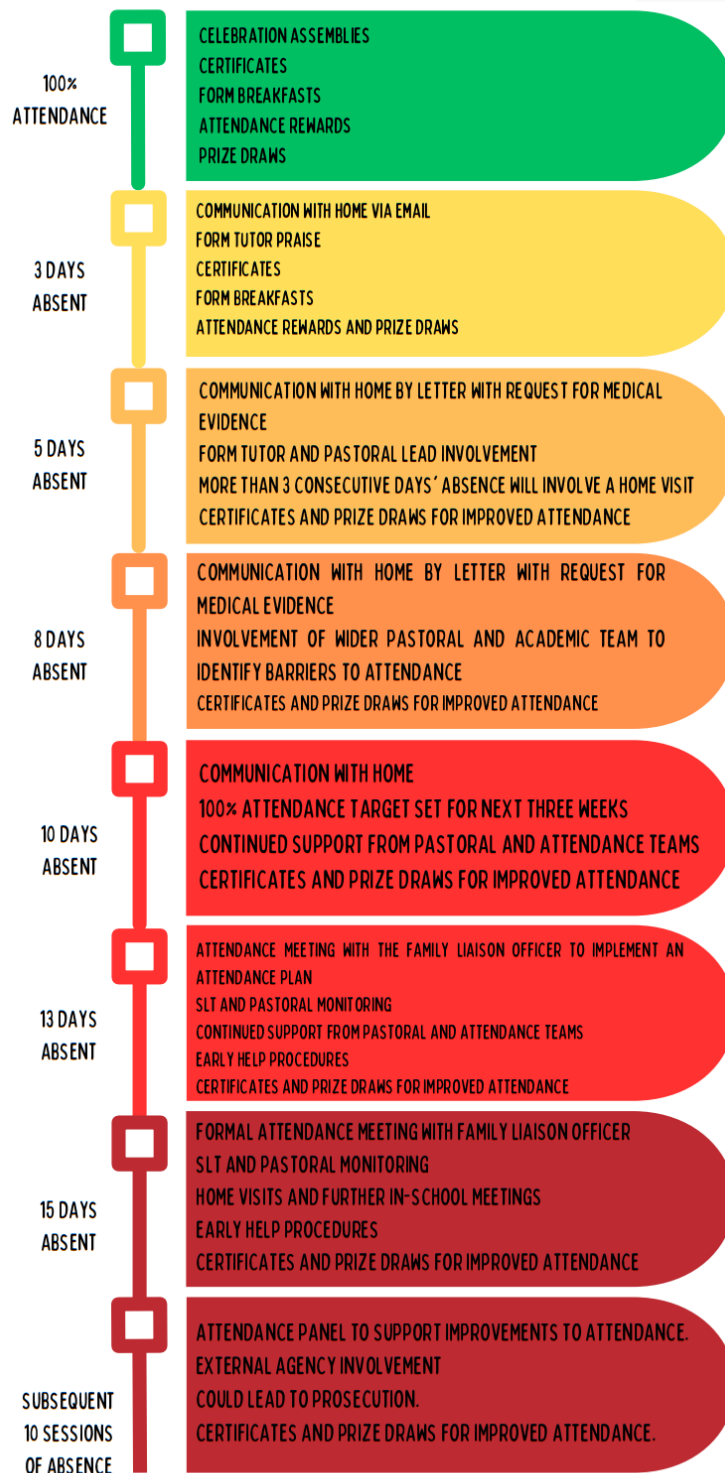
*the afternoon session usually begins after a lunch break.

To aid data collection, monitor attendance and absence, and facilitate the sharing of data the school uses national attendance and absence codes.

Code	Meaning
/\	Pupil is physically present in school at the time of registration
L	Late (before the register closed)
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in an approved sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered (attending another school)
C1	Leave of absence for regulated performance or regulated employment abroad
M	Medical or dental appointment
J1	Attending an interview for employment or other educational institution
S	Study Leave for public examination
X	Non-compulsory school age pupil not required to attend
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence granted for exceptional circumstance
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not a medical or dental appointment)
E	Suspended or permanently excluded (no alternative provision made)
Q	Unable to attend due to lack of access arrangements
Y1	Unable to attend due to normal transport not being available
Y2	Unable to attend due to widespread travel disruption
Y3	Unable to attend due to school premises being closed
Y4	Unable to attend due to the whole school site being closed
Y5	Unable to attend as in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend due to other unavoidable cause affecting the pupil
G	Unauthorised holiday
N*	Reason for absence not yet established
O	Absent in unknown circumstances
U	Late after the register closed
Z	Pupil not on the admission register
#	Planned school closure

*an N code must be updated as soon as the reason is ascertained but no more than 5 school days after the absence is recorded; after 5 school days, the code is amended to O.

ATTENDANCE PROCEDURE 2024-25



OUR EARLY HELP TOOLKIT INCLUDES-
 SUPPORT AROUND SOCIAL EMOTIONAL MENTAL HEALTH, PUPIL PREMIUM SUPPORT FOR TRAVEL,
 AMENDMENTS TO THE DAY- INCLUDING SOFT START, MEDICAL SUPPORT, INVOLVEMENT OF
 YOUNG WELLBEING LEAD OR THE WELLBEING CREW

LEAVE OF ABSENCE AND PENALTY NOTICE CHANGES SEPTEMBER 2024



1

FIRST OFFENCE

THE FIRST PENALTY NOTICE CAN BE PAID AT THE DISCOUNT LEVEL OF £80 IF PAID WITHIN 21 DAYS, OR £160 BETWEEN DAY 22 AND 28.
PENALTY NOTICES ARE ISSUED PER PARENT, PER CHILD.

SECOND OFFENCE

A SECOND PENALTY NOTICE MUST BE PAID AT THE FULL AMOUNT OF £160 WITHIN 28 DAY. THERE IS NO DISCOUNT FOR PAYING SOONER.
PENALTY NOTICES ARE ISSUED PER PARENT, PER CHILD.

2

3

THIRD OFFENCE

IF A THIRD OFFENCE IS COMMITTED THE LOCAL AUTHORITY CANNOT ISSUE FURTHER PENALTY NOTICES AND THIS WILL BE REFERRED DIRECTLY TO THE MAGISTRATES COURT.
FINES ISSUED BY A MAGISTRATES COURT CAN BE UP TO £2000 PER PARENT, PER CHILD, AND MAY SHOW ON A PARENTS DBS CERTIFICATE.

10 SESSIONS OF ABSENCE IN 10 WEEKS

PENALTY NOTICE FINES CAN BE CONSIDERED WHERE A STUDENT HAS 10 SESSIONS OF UNAUTHORIZED ABSENCE IN A 10 WEEK PERIOD.

REFERRALS STRAIGHT TO THE MAGISTRATES COURT

FOR PUPILS WHO HAVE TAKEN UNAUTHORIZED LEAVE IN TERM TIME FOR SIX WEEKS OR MORE, PENALTY NOTICES MAY NOT BE ISSUED AS CASES MAY PROCEED STRAIGHT TO COURT.

CHANGES TO PENALTY CHARGE NOTICES WILL COME INTO FORCE FOR FINES ISSUED AFTER 19TH AUGUST 2024

FIRST OFFENCE EXAMPLE

2 CHILD, 2 PARENT FAMILY. FINE PAID ON DAY 25.
CHILD 1 - £160 (PARENT 1) - £160 (PARENT 2) - £320
CHILD 2 - £160 (PARENT 1) - £160 (PARENT 2) - £320
TOTAL FINE AMOUNT - £640

INFORMATION TAKEN FROM THE DFE WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE DOCUMENT AND DCC LEAVE OF ABSENCE (LEGAL) PROCESS.