



## **ATTENDANCE POLICY**

Adopted	M. Davies
Committee	September 2025
Review Date	Members
	September 2026

### **Our Vision**

*At Demetae Academy we believe childhood should be protected and encouraged with nurture and well-being at the heart of everything we do, the talents your child has will be celebrated daily.*

*The key to our learning style is independence, where children are taught how to think not what to think, in a culture of self-directed learning - curiosity and innovation are the key to academic achievement and discovery. We will encourage a love of our surroundings, the environment and each other, whilst creating resilient learners who are prepared for life in an ever-changing world.*

*Demetae Academy will be rich with individuality, excitement and encouragement.*

*Our aim is for every child who attends Demetae Academy to have a truly unique and engaging learning experience and as they continue their life journey, they will use the skills and knowledge they have gained that will lead them on a pathway to a life of success.*

***'For one, for all'***

## Introduction

This Attendance Policy sets out Demetae Academy's commitment to promoting and sustaining high levels of student attendance in accordance with the 2014 National Curriculum framework, statutory legislation, and current inspectorate expectations. Attendance is fundamental to safeguarding, academic achievement, and personal development. This policy outlines the principles, procedures, and responsibilities that underpin a culture of excellent attendance, ensuring all students have the opportunity to thrive. For a child to reach their full educational achievement a high level of school attendance is essential.

We feel at Demetae we have a central role to play in every child's social, spiritual and moral development. We ensure this by promoting the school motto '*for one, for all*' and our Demetae Diamond 6 Rules underpin this policy and its related practices.

## Aims and Objectives

- To ensure all pupils take full advantage of opportunities for learning in school
- To ensure the well-being and safety of children at Demetae Academy
- To set school targets for attendance
- To monitor pupil absence and the reasons Intentions
- To actively promote and encourage 100% attendance for all pupils
- To monitor regular or extended absence and take steps to resolve this
- To work with the Educational Welfare Officer to ensure no child is absent without school being aware of the reason
- To ensure that discretionary power to grant leave is only used in exceptional circumstances
- To use the School Information Management System and the INVENTORY signing in system to analyse and monitor pupils' patterns of absence and work with parents to rectify patterns

## Statutory Requirements

- Maintain accurate attendance registers in line with the Education Act 1996 and Education (Pupil Registration) (England) Regulations 2006 (as amended).
- Promptly follow up unexplained absences and report poor attendance and persistent absence to the local authority.
- Comply with legal duties regarding fixed penalty notices and unauthorised absence.
- Integrate attendance monitoring within safeguarding procedures as required by Keeping Children Safe in Education (KCSIE) 2025.
- Ensure policies do not discriminate against protected groups and make reasonable adjustments for pupils with SEND or medical needs in accordance with the Equality Act 2010 and the SEND Code of Practice (2015).
- Ensure attendance procedures uphold pupil safety and wellbeing as required by the Health and Safety at Work Act 1974.

## **Teaching and Learning Impact**

Demetae Academy will endeavour to reduce the disruption to children's learning through unnecessary absence and will work with families towards avoiding lateness or avoidable time off from school.

## **Equality and Inclusion**

All children will be dealt with in the same manner. Allowances within this policy will be made for children with severe disabilities or illnesses who require additional time off for administration or medication.

## **Safeguarding**

If a child is absent for any reason unknown to the school, parents or carers must contact the school office in some way before 9.30 am on the first day of absence. A text message will be sent or a phone call made to the parents/carers of any child who is not in school and school has not received a message about the child absence.

## **Registration of pupils**

- Demetae Academy will ensure that staff are aware of any new legislation with pupil registration
- Registers are to be completed accurately at the beginning of every session i.e. morning and afternoon
- Parents to be aware of importance of contacting school to report absence before 9.30am
- Senior Leadership Team to ensure evaluation of attendance procedures
- Regular attendance reports will be provided for the Head teacher
- All absences will be reported by the Office Services Manager to the Educational Welfare Officer on their half termly visit.

## **Contents of the Attendance Register**

Each class teacher will take the attendance register at the start of the first session of each school day and at the start of the afternoon session. On each occasion, they will record whether every pupil is present or absent.

The school will follow up any absences to:

1. Ascertain the reason;
2. Ensure the proper safeguarding action is taken;
3. Identify whether the absence is authorised or not; and,
4. Identify the correct code to use before entering it onto the school's electronic register or management information system

## **Unexplained Absences**

On the day of absence, if we have not been notified to the child's absence, we will attempt to contact the parent/carer using all available contact information. If parents/carers are unreachable, we will attempt to contact the additional emergency contact details to try and locate the child and understand the reason for absence. For safeguarding reasons, we are required to follow up on any unexplained absences. If we are unable to make contact and have concerns about a child's safety and

well-being or if the absence is unexplained and persists, we will follow our safeguarding procedures. This may include referring the matter to local children's social care services and/or requesting a police welfare check.

### **No Show / No Contact**

**Day 1** If a child does not attend their session and no contact has been made by the parent or carer:

- Staff will attempt to contact the family by **phone** (and/or other known means).
- Staff will attempt alternative contacts
- If contact is not made, a **follow-up attempt** should be made later the same day.
- The absence and actions taken will be **recorded**.
- If there are **safeguarding concerns or known vulnerabilities** (e.g. child protection plan, history of neglect, recent domestic abuse), the **DSL should be informed immediately**.
- The DSL will assess the risk and determine next steps.

### **Day 2 – Continued Absence and No Contact**

- If still no contact has been made, the Designated Safeguarding Lead (DSL) will be informed.
- A **risk assessment** is conducted to determine next steps.
- Depending on the child's vulnerability, the setting may:
  - Carry out a **home visit** (if safe and appropriate).
  - Contact **other emergency contacts** on file.
  - Liaise with relevant professionals (e.g., health visitor, social worker).

### **Day 3 – Safeguarding Escalation**

- If there is **still no contact** by Day 3:
  - The setting must consider this a **safeguarding concern**.
  - A **referral may be made** to the local authority's **Children's Services** or the **Children Missing from Education (CME)** team.

### **Registration and Absence Procedures**

All absences will be recorded on school registers using the national codes. Any pupil who is on roll but not present in school must be recorded within one of these categories:

1. Unauthorised Absence – This is for pupils where no reason has been given or whose absence is deemed to be without valid reason.
2. Authorised Absence – This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.
3. Approved Educational Activity – This covers types of supervised educational activity undertaken offsite but with the approval of the school.

Children can enter school from 8:45am when the doors open. Doors close at 9am and the registers are taken.

### **Reporting Absences**

It is a parent's responsibility to inform school of any reasons for a child's absence, before 9.30 am, each day that they are absent from school (unless otherwise arranged with school) and to provide further information as required. We will refer the matter to the school's EWO (Educational Welfare Officer) if no response is forthcoming.

## Leave of Absence during Term Time

*What should parents do if they wish to request a leave of absence?*

As advised by the Department for Education the Headteacher will only grant a leave of absence in 'exceptional circumstances'.

To request leave, parents must request consent in writing to the headteacher. The head teacher will consider whether the leave will be authorised or unauthorised on an individual basis. This decision will be communicated in writing to the parent requesting the leave.

If the absence is unauthorised, this does not prevent people taking the leave, but parents and carers should keep in mind that if attendance becomes an issue this may result in a referral to Education Welfare Service and could result in legal action. Official Religious holidays will be authorised.

## Medical Appointments

Parents of children attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment. Where possible all medical/dental appointments should be made outside of the school day. We can then confirm lateness as a 'medical' absence and therefore authorised.

## School Action on Repeated Absence

Where a child is persistently late or absent, even if the Head teacher has been informed, the following steps will be taken:

- A telephone call/letter/meeting informing parents of the number of late arrivals.
- If lateness persists then the parents will be contacted by the Educational Welfare Officer
- Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.
- Schools and EWOs must now adhere to the 'Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'.

## Roles and Responsibilities

Attendance is overseen by the Office Manager, who maintains a record of children's attendance rates and reasons for absence. Children causing concerns are identified and appropriate procedures, as outlined in the policy are followed. Demetree Academy works closely with the EWO to discuss individual cases and decides on appropriate next steps, looks at whole-school improvements or concerns relating to attendance statistics.

## Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible. Guidance & Legislation DfE Advice on School Attendance SCC Education Welfare Guidance on Attendance.

## Roles and Responsibilities

Role	Responsibilities
------	------------------

Headteacher	Overall responsibility for attendance policy and compliance; strategic oversight of implementation.
Teaching staff	Daily registration; monitoring and supporting tutees' attendance; early identification of concerns.
SENCO	Ensure attendance procedures are inclusive for SEND students; coordinate reasonable adjustments.
Designated Safeguarding Lead	Integrate attendance monitoring with safeguarding processes; ensure prompt follow-up of unexplained absences. Liaise with families and external agencies.
Office Manager	Maintain accurate attendance records; communicate with parents/carers regarding absence.
Members	Monitor attendance data; hold leaders to account for policy implementation and impact.