ROBIN HOOD
MULTI ACADEMY TRUST
www.robinhoodmat.co.uk

BROADMEADOW
Kind Hearts, Bright Minds, Big Dreams

BROADMEADOW'S ATTENDANCE POLICY

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Purpose

This Attendance Policy sets out the expectations of pupils, parents/carers and school staff to ensure pupils attend our school regularly and on time. Regular attendance is essential to enable pupils to access the full educational opportunities available to them. Robust evidence demonstrates that pupils with the highest attendance throughout their school career achieve the best educational and life outcomes

This policy aligns with Department for Education (DfE) statutory guidance, Working together to improve school attendance, which emphasises that promoting good attendance is everyone's responsibility; school and trust leaders, staff, parents, local authority, and the community.

The policy embeds a supportive, "support-first" ethos designed to identify and remove barriers to attendance through early intervention and close collaboration with families, in accordance with legal requirements and local authority expectations.

Aims

- To maintain a whole-trust culture that promotes the benefits of high attendance and punctuality.
- To achieve high levels of attendance across all academies within Robin Hood MAT.
- To ensure every pupil receives their statutory entitlement to an efficient, full-time education.
- To ensure full compliance with DfE regulations and local authority statutory duties.
- To work in partnership with parents/carers, local authorities, and external agencies to identify and overcome barriers to school attendance.
- To monitor attendance patterns systematically, using data to intervene early before absence becomes persistent or severe.
- To apply a consistent, fair, and transparent framework across all trust academies while accounting for individual pupil needs and protected characteristics

Legal Framework

The policy is underpinned by the following legislation and statutory guidance with which the Trust and its academies must comply:

- Education Act 1996
- School Attendance (Pupil Registration) (England) Regulations 2024
- DfE statutory guidance: Working Together to Improve School Attendance
- DfE statutory guidance: Keeping Children Safe in Education
- DfE statutory guidance: Children Missing Education Statutory Guidance
- DfE statutory guidance: Supporting pupils at school with medical conditions
- DfE statutory guidance: Providing remote education

Definitions

Session

A school day is divided into two compulsory registration sessions; morning and afternoon. Attendance must be recorded in the attendance register during each session.

Authorised Absence

An absence that the Headteacher has approved in advance or accepted following an explanation from a parent/carer. Examples include acute illness, emergency medical/dental appointments, or recognised religious observances.

Unauthorised Absence

An absence that has not been approved by the Headteacher. This includes term-time holidays taken without permission, unexplained absences, or lateness after the registration period has closed[

Persistent Absence

Defined by the DfE as attendance below 90% (equivalent to missing approximately 19 days or more across the academic year). Any pupil who is at the persistent absence threshold or at risk of moving towards that threshold will be a priority for targeted support.

Severe Absence

Defined as attendance below 50% (equivalent to missing approximately 95 days or more across the academic year). Pupils reaching this threshold are at serious educational risk and potential harm. Severe absence triggers an intensive multi-agency response, including statutory Children's Social Care involvement where appropriate.

Attendance	Missed days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 6 days / 12 sessions
95%	9½ days / 19 sessions
90%	19 days / 38 sessions
85%	28½ days / 57 sessions
80%	38 days / 76 sessions

Attendance over 5 years	Missed weeks over 5 years

85-90%	19 weeks / ½ school year
80%	38 weeks / 1 whole school year

Roles and Responsibilities

Trust Board of Trustees

- Must ensure the MAT Attendance Policy complies with all relevant statutory guidance and legal duties.
- Fosters a whole-trust ethos of high attendance expectations.
- Regularly reviews trust-wide attendance metrics, benchmarking performance across academies, local authorities, and national averages.
- Holds executive leaders and Headteachers to account for the effective implementation of attendance strategies.

Local Governing Body

- Monitors and evaluates attendance and punctuality data.
- Challenges school leaders on attendance trends, specifically focusing on persistent absence, severe absence, and vulnerable pupil cohorts (e.g., SEN, Pupil Premium, Looked After Children, Young Carers).
- Ensures staff receive appropriate professional development on attendance management and register coding.

Headteacher

- Ensure the implementation of this policy and oversee day-to-day attendance management within the school.
- Maintains final legal authority for granting leave of absence or authorising/unauthorising individual absences.
- Ensures attendance registers are completed accurately and preserved electronically for a minimum of 6 years.
- Provides detailed attendance reports to the LGB and Trust executive team.
- Authorises referrals to the Local Authority for legal interventions, Penalty Notices, or CME enquiries.

Senior Attendance Champion (Senior Leader Responsible for Attendance)

Each academy within Robin Hood MAT must designate a named member of the Senior Leadership Team (SLT) as the Senior Attendance Champion:

- Named Senior Attendance Champion: Mr K Medway (Headteacher)
- Contact Details: (enquiry@broadmeadowschool.co.uk & 0121 464 1717

Responsibilities of the Senior Attendance Champion

- Sets a clear vision for improving and maintaining good attendance across the school community.

- Systematically analyses daily, weekly, termly, and annual attendance data to identify emerging trends, patterns, and vulnerable cohorts.
- Oversees early intervention plans and leads formal Attendance Contract meetings with families.
- Coordinates multi-agency support and acts as the primary contact for the Local Authority School Attendance Support Team.
- Attends mandatory regular Targeting Support Meetings with the Local Authority point of contact.
- Evaluates the impact of attendance interventions and ensures attendance strategies are integrated into wider school improvement, safeguarding, and pastoral plans.

Attendance Officer / Administrator

- Named Attendance Officer: Michelle Stephens /Ms K Brennan
- Contact Details:0121 4641717

Responsibilities:

- Manages day-to-day registration administration, ensuring registers are accurately updated.
- Executes First-Day Calling procedures for all unexplained absences.
- Logs reasons for absence and ensures correct DfE national attendance codes are applied.
- Prepares data extracts and benchmarking reports for the Senior Attendance Champion.
- Submits statutory data returns to the DfE and Local Authorities (including New Pupil, Deletion, and Sickness Returns).

Class Teachers

- Mark attendance registers at the start of the morning and afternoon sessions.
- Promote good attendance and punctuality in the classroom, building positive relationships with pupils.
- Identify and report early signs of disengagement, attendance decline or anxiety to the Senior Attendance Champion/Pastoral Lead.

Parents / Carers

- Fulfil their legal duty under Section 7 of the Education Act 1996 by ensuring their child attends school regularly and on time.
- Inform the school of any absences before the start of the school day.
- Avoid arranging term-time holidays or non-urgent medical appointments during school hours.
- Work collaboratively with the school to address any barriers preventing regular attendance.

Pupils

- Attend school regularly and punctually.
- Arrive prepared for the school day.
- Speak with a member of staff if they face any difficulties affecting their school attendance.

Registration procedures

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, attendance registers must be taken electronically at the start of each morning session and once during each afternoon session.

- Morning Registration Session:
    - School doors open: 8:40 AM)
    - Registration commences: 8:55 AM
    - Morning register closes: 9:25 AM
- Afternoon Registration Session:
    - Afternoon registration commences: 1:00 PM
    - Afternoon register closes: 1:15 PM

Registers are marked using the official DfE national attendance and absence codes: Department for Education Attendance and Absence codes

Remote Education Notice

In line with DfE statutory guidance, pupils receiving remote education are not present on site and must be marked using the appropriate absence code. Remote education cannot replace registration and must only be used as a short-term last resort within a formal reintegration plan.

Lateness and punctuality

Children must attend on time to be given a present mark for the session. Children who arrive after registration commences will receive an L code (Late). The reason for this will be recorded, alongside the child's name for monitoring purposes.

Where a pupil arrives after the register closes this will be classed as an unauthorised absence (Code U as per DfE compulsory attendance codes). The procedures for first day absence are then commenced by the Office Staff.

Accumulating 10 Code U sessions within a rolling 10 school-week period meets the national statutory threshold for legal intervention/Penalty Notices.

Where there is regular or a pattern of lateness, parents/carers will be invited into school to establish support strategies..

Managing absence and graduated support pathways

Robin Hood MAT schools implement a graduated, 'support-first' response to managing absence, ensuring punitive measures are only used as a last resort:

1. Voluntary support: Early Help, In-school adjustments.

2. Formal support: Attendance contract, Notice to improve
3. Legal intervention: Penalty notice, prosecution

Step 1: First-day absence and unexplained absence follow-up

- Parents/carers must inform the school before the start of the school day.
- If no contact is made, the school will initiate first-day calling procedures *telephone calls, messages, emergency contact checks).
- If an absence remains unexplained after 3 consecutive days, or earlier if safeguarding concerns exist, staff may conduct a home visit.
- If no valid explanation is provided within 5 working days, the absence will be permanently recorded as unauthorised (Code O)

Step 2: Early voluntary support (Rising absence/at risk)

- Attendance data is monitored weekly. When attendance drops below 95% or an irregular pattern emerges, the Senior Attendance Champion will initiate contact.
- The school will discuss barriers with the family, offering in-school reasonable adjustments, pastoral mentoring, or referrals to voluntary early help services.

Step 3: Formal support pathways (Persistent absence)

Where voluntary support is ineffective or unengaged with, support will be formalised.

- Attendance contracts: A formal, no-statutory written agreement between the Parents/carers, school and/or Local Authority. The contract sets out clear targets, required parental actions, and the explicit support measures to be delivered by the school/LA.
- Notice To Improve: Where the national threshold for legal intervention is met, but support remains appropriate, the school or LA may issue a formal Notice To Improve. This provides a final 3-6 week improvement window for parents to engage with support and secure improved attendance before legal action is enforced.

Step 4: Intensive support and safeguarding (Severe absence)

- Pupils missing 50% or more of school sessions are classified as severely absent.
- The school will agree a joint, target multi-agency action plan with the relevant LA.
- Severe absence without valid medical/statutory justification constitutes potential educational neglect and will trigger a referral to CHildren's Social Care.

Promoting good attendance

Whilst good attendance is a legal requirement and expected, the school will celebrate, encourage and support all children and parents. Strategies include;

- Positive culture: Integrating attendance awareness into assemblies, newsletters, and school displays
- Incentives and recognition: Praising excellent and significantly improved attendance at individual, form, and year-group levels. Rewards are designed inclusively to avoid discriminating against pupils with complex medical needs or disabilities.

- Parental Engagement: Regular updates providing parents with clear, transparent attendance data highlighting time missed in learning hours rather than abstract percentages.

Illness, medical evidence and statutory sickness returns

Reporting illness

If a pupil is unwell, parents must inform the school before the start of the school day on the first day of illness and every day thereafter, providing details of the illness and an expected return date.

Medical evidence

In strict alignment with DfE statutory guidance, Robin Hood MAT schools do not enforce blanket rules requiring medical evidence for illness absence. In the majority of cases, parental notification is accepted without query.

Medical evidence will only be requested where:

1. There is a genuine, reasonable and demonstrable doubt regarding the authenticity of the illness.
2. The pupil has an ongoing, complex or long-term medical condition where evidence is required to inform reasonable adjustments, an Individual Healthcare Plan (IHP) or statutory educational support.

Acceptable forms of medical evidence include:

- A copy of a prescription or medication packaging.
- A hospital appointment letter or discharge letter
- Appointment card/text confirmation from a GP or medical specialist.

Failure to provide medical evidence when requested may result in the absence being recorded as unauthorised.

Mandatory statutory Local Authority sickness return (15 day rule)

The school must submit a statutory Sickness Return to the Local Authority whenever a registered pupil is absent due to illness (Code I) and the school has reasonable grounds to believe that the pupil will miss 15 days consecutively or cumulatively within the academic year because of sickness.

This return ensures joint planning between the school and LA to arrange suitable continuity of education for pupils with health needs.

Procedure for requesting planned absences

Planned Absence Request

Headteachers may not grant any leave of absence during term time unless exceptional circumstances apply, as required by law.

- Parents wishing to take their child out of school during term time must submit an 'Exceptional circumstances – pupil term time leave request' form (Appendix 1) at least 4 weeks in advance.
- Retrospective approval cannot be granted under any circumstances.

Exceptional circumstances

The Headteacher will assess each application individually, considering the specific context, fact, and pupil history. Blanket approval policies are strictly prohibited.

- Circumstances that **may** be considered exceptional:
    - A close family member's funeral or critical illness of an immediate family member.
    - Regulated athletic/cultural performance approved by LA licence or Body of Persons Approval (BOPA).
    - Recognised religious observances set apart exclusively by the religious body to which the family belongs.
- Circumstances **not** considered exceptional include:
    - Availability of cheaper travel or accommodation.
    - Family holidays, birthdays or weddings.
    - Visiting relatives or overlapping with school term dates.

Legal interventions and national penalty notice framework

Where supportive pathways fail, are unengaged with, or are inappropriate (e.g., unauthorised term-time holidays), legal action will be pursued via the relevant Local Authority.

The National Framework threshold

Under the DfE National Framework, all state-funded schools **must** consider seeking a Penalty Notice or legal action when a pupil reaches the national statutory threshold:

National Threshold: 10 sessions (5 school days) of unauthorised absence within a rolling 10 school weeks) Note: The 10 school weeks can span different terms or academic years.

Escalation rules and two-notice limit (3 year rolling period)

1. First Penalty Notice (per parent, per child): £160 if paid within 28 days, reduced to £80 if paid within 21 days.
2. Second Penalty Notice (same parent, same child within a 3 year rolling period): Charged at a flat rate £160 if paid within 28 days (no discount)
3. Third offence (same parent, same child within a 3 year rolling period): The case will proceed directly to statutory legal action, including prosecution, or an application for an

Education Supervision Order in the Family Court; Section 444(1) or 444(1A) of the Education Act 1996.

Prosecution under Section 444(1A) is a criminal offence that may result in a fine of up to £2,500, a Community Order, or up to 3 months imprisonment.

Appointments During School Time

Where possible, medical, dental, and other appointments should be arranged outside of school hours. If an appointment must occur during school time, the following procedure applies:

- Advance Notice: Parents must provide the school with advance notice of the appointment. This should be accompanied by an appointment card, hospital letter, or similar.
- Minimise Disruption: Parents should aim to ensure that their child attends school before and/or after the appointment, minimising the time spent away from school. Whole-day absences for appointments will generally not be authorised unless medically necessary.

Pupils leaving school during the school day

Pupils are not permitted to leave school unescorted during school hours for any reason.

Pupils must be collected from school by an appropriate known **adult**, ideally a parent or carer.

Telephone parental consent allowing for a child to walk home alone during school hours is not permitted.

In the event that a pupil cannot be collected from school by an appropriate known adult or parent/carer, the pupil will remain on site until the standard end of the school day, or staff will transfer care to a verified adult at the family home following safeguarding protocols.

Children absent from education & Children Missing Education (CME)

Children absent from education:

These are pupils who are temporarily absent from school due to illness, family circumstances, or other reasons, where their whereabouts are known and they are receiving appropriate education.

Children Missing Education (CME):

Refers to children of compulsory school age who are not on a school roll, not receiving suitable education, and whose whereabouts are unknown.

The Trust expects school staff to follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of pupils going missing in future.

Local Authority CME Reporting Thresholds:

- Any unexplained continuous absence reaching 10 consecutive school days (where unauthorised codes G, N, O, or U apply) **must** be formally reported to the Local Authority.
- In Birmingham, a formal CME referral must be submitted within 5 consecutive school days of unexplained continuous absence where all attempts to contact the family have failed.
- Solihull CME procedures **must** be initiated concurrently with joint reasonable enquiries;

Deleting a pupil from roll

A pupil's name can only be lawfully removed from the admission register under the specific statutory grounds set out in Regulation 9 of the School Attendance (Pupil Registration) England Regulation 2024. Unlawful removal constitutes illegal off-rolling. The main statutory grounds for compulsory school age pupils include:

- Ground A (Reg 9(1)(a)): Registered at another school (unless dual-registered).
- Ground F (Reg 9(1)(f)): Parent has provided written notification that the pupil is leaving to be Electively Home Educated (EHE). (School must notify the LA immediately).
- Ground G (Reg 9(1)(g)): Pupil no longer resides a reasonable distance from the school and does not attend.
- Ground H (Reg 9(1)(h)): Pupil has not returned within 10 school days following an authorised leave of absence, and school/LA joint enquiries have failed to locate them.
- Ground I (Reg 9(1)(i)): Pupil has been continuously absent for 20 or more school days without authorisation, and joint school/LA enquiries have failed to locate them or secure attendance.
- Ground O (Reg 9(1)(o)): Permanent exclusion process fully concluded.

Special School Restriction (Reg 9(2)): A pupil registered at a special school under LA arrangements cannot be deleted from roll without explicit consent from the Local Authority.

Vulnerable pupils and cross-border collaboration

The school recognises that some groups of pupils are more vulnerable to poor attendance than others, and the school is an important protective factor and the best opportunity for needs to be identified and support provided. These groups of pupils should be carefully monitored, and intervention should be targeted where additional support is required.

- Pupils with medical needs, special educational needs and/or disabilities
- Young carers
- Pupils with a social worker

- Pupils eligible for Free School Meals/pupil premium

When a pupil with a social worker is absent without good reason, the social worker will be informed of unauthorised absences and support improved attendance. Where schools are considering the use of legal interventions, the view of the relevant social worker should be considered although the final decision will be taken by the school in liaison with the local authority school attendance service.

Where a pupil resides in one Local Authority area but attends a Robin Hood MAT school in another Local Authority area;

- The school LA (where the school is situated) is responsible for statutory attendance returns, Penalty Notices and prosecutions.
- The home LA (where the child resides) is responsible for Early Help assessments, Children's Social Care, EHCP maintenance, and home-to-school transport.
- Both LAs and the academy will share attendance data and coordinate multi-agency support seamlessly.

Local authority guidance

Birmingham
Solihull

Appendix 1: Exceptional circumstances – pupil term time leave request

(to be completed by parents/carers only)

Guidance Notes

- Please ensure this form is completed at least 4 weeks prior to requesting leave. **Completing this form does not mean your request has been approved.**
- The School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (see below).
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date, or your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no discount.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered, such as prosecution. If a prosecution is successful, parents will have a criminal record.
- For a prolonged unauthorised leave of absence,the school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

Exceptional circumstances

In considering whether any 'exceptional circumstances' apply, the Headteacher will consider if the reasons are rare, significant, unavoidable and short. The Headteacher will also take into consideration the factors listed below:

- If the event for which leave of absence is requested can reasonably take place during school holidays
- Levels of attendance and unauthorised absence over the last 12 months
- Any leave of absence taken previously
- Whether the leave is during an assessment period will result in not meeting deadlines
- Age and year group of the pupil.

Child's name	Date of birth	Class

I request permission for the above named pupil(s) to be granted leave during the school term for the following reason(s):

First day of absence	Final day of absence	Number of school days

Address where children will be staying during absence:

I/We understand that if leave is agreed:

- If travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- If I / we do not return at the agreed time, I am / we are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £2500 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/carer name	Date of birth	Address	Signature	Date

Request agreed/denied	Signature of Headteacher	Date