

## ETON ACADEMY

### Attendance Policy

#### Version 2

Version Control	
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Reviewed	September 3, 2024
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#### 1. Introduction

- 1.1. Eton Academy holds an aspirational target of 100% for pupil attendance because we know that good attendance is the key to effective schooling and unlocking the true potential of each and every child. There is clear evidence of a link between poor attendance at school and low levels of achievement, as well as a strong link between truancy and antisocial behaviour.
- 1.2. Eton Academy sets a minimum target of 90% attendance. Throughout the school year we will monitor absences and punctuality to highlight where improvements can be made.
- 1.3. Students of Eton Academy are expected to attend all of their classes, according to their schedule. If for any reason they cannot attend we must be informed before their class starts for the day.
- 1.4. Student attendance is checked on a daily basis by Student Services, and any absences are noted by Student Services and the Department Managers.
- 1.5. This policy reflects the expectations outlined in the DfE's *Working Together to Improve School Attendance* guidance (effective August 2024).
- 1.6. The school adheres to Statutory Guidance when dealing with Children Missing from Education. The school will work in a collaborative way with external agencies, in accordance with the principles of Working Together to Safeguard Children.
- 1.7. All staff, parents and students must be familiar with this policy.

## 2. Aims of this policy

- 2.1. We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:
  - 2.1.1. Promoting good attendance
  - 2.1.2. Reducing absence, including persistent and severe absence
  - 2.1.3. Ensuring every pupil has access to the full-time education to which they are entitled
  - 2.1.4. Acting early to address patterns of absence
  - 2.1.5. Building strong relationships with families to ensure pupils have the support in place to attend school
  - 2.1.6. We will also promote and support punctuality in attending lessons.

## 3. Parents/Guardians Responsibilities

- 3.1. Foster regular and punctual attendance, with a full understanding of their legal obligations.
- 3.2. Ensure that the child they are responsible for arrives on time and adequately prepared for learning, equipped with any necessary materials for online lessons.
- 3.3. Provide transparent explanations for any absences to allow the school to accurately record and categorise them.
- 3.4. Reach out to the school on the first day of the child's absence as early as possible, preferably before the school day begins.
- 3.5. Minimise scheduling activities that would require the child to miss school during term time.
- 3.6. Collaborate positively and supportively with the school when responding to inquiries regarding the reasons for any absence, including those related to safeguarding.

## 4. School Responsibilities

- 4.1. Promote excellent attendance and reduce instances of absence, particularly persistent absence defined as attendance below 90%.
- 4.2. Ensure that every student has the opportunity to access their entitled education by

fostering good attendance.

- 4.3. Take proactive steps to address recurring absence patterns.
- 4.4. Encourage parents to ensure their child consistently attends all educational activities in a timely manner.
- 4.5. Maintain precise and efficient attendance and registration records for all school activities, including before and after-school programs.

We achieve these objectives through the following actions:

- 4.6. Teachers must take attendance for each lesson conducted on the Classe365 Platform.
- 4.7. Record the absence of any student and consider provided absence notes.
- 4.8. Recognize and reward attendance rates of 96% or higher.
- 4.9. Initiate contact with parents or caregivers for unexplained absences on the first day.
- 4.10. Monitor attendance and punctuality, implementing strategies to increase awareness, such as year-group initiatives or focusing on vulnerable students, when necessary. This may involve sending formal letters to parents.
- 4.11. Share attendance patterns during staff meetings to safeguard and support the well-being of students.
- 4.12. Closely monitor instances of persistent absence (individual attendance below 90%).
- 4.13. Proper use of the DfE national codes to record and monitor attendance (see appendix 1) and absence in a consistent way which complies with the regulations, including preservation of the entries on both the Admissions and Attendance Registers for a period of three years after it was made.
- 4.14. Only the Principal or Head of Student Services can authorise student absences.
- 4.15. Collaborate closely with the Designated Safeguarding Lead (DSL) to identify students of concern, including conducting interviews with students and parents regarding unsatisfactory attendance.
- 4.16. Maintain open communication with the DSL when there are concerns about students being missing from education.
- 4.17. Implement any agreed-upon improvement strategies, such as referring students to local authority attendance services or children's social care, in alignment with the Safeguarding and Child Protection Policy and Procedures.

- 4.18. Provide parents or caregivers with information regarding the school day schedule and calendar through email, WhatsApp and Classe365, well in advance.
- 4.19. Maintain an updated and accurate Admissions Register and Attendance Register.

## 5. Authorised Absence

- 5.1. Schools, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance to The Head of Student Services. Authorised Absences are usually only granted in exceptional circumstances and can only be granted by the Head of Student Services or the Principal.
- 5.2. If a student is feeling unwell and unable to come to school they or their parents must call or email Student Services before their lesson is due to start. If the student is still unwell after 3 days, they will need to supply a doctor's note when they return. Failure to call the school will result in the days missed as unauthorised absence.
- 5.3. Sometimes a student will require time off for other reasons, such as University appointments or personal circumstances. Where possible, the student or parents should tell us in advance of these days. If this is not possible the student must call before their class starts.

## 6. Unauthorised Absence

- 6.1. Any day on which the student has not attended any classes and has not informed the school by phone or email as to their non-attendance is counted as an unauthorised absence. If a student has not arrived within 10 minutes of the beginning of class, this will be marked as an unauthorised absence and an automated email will be sent to the student and parents/guardians.

## 7. Addressing Persistent Absence

- 7.1. Persistent absence is defined as a student's attendance falling below 90%. Should a student's attendance near this level, the school will reach out to the parent or caregiver. If there is no improvement in attendance, the school will follow local authority protocols and inform the local authority accordingly.

## 8. Lateness

- 8.1. In order to foster a disciplined and punctual learning environment, it is essential that students attend sessions on time. Students are expected to be present within 10 minutes of the scheduled start time of each session. Arrivals beyond this window will be recorded as Late.

9. Camera and Microphone

- 9.1. To facilitate effective learning and interaction, students are required to keep their camera and microphone on throughout the duration of each session. This ensures engagement and presence, allowing both students and teachers to interact more effectively. Failure to comply with this requirement may result in being marked as having an unauthorised absence.

10. Statutory guidance

Compulsory School Age -

<https://www.gov.uk/schools-admissions/school-starting-age#:~:text=Most%20children%20start%20school%20full.start%20school%20in%20September%202022>

Department for Education regulations state that:

“Your child must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If your child’s fifth birthday is on one of those dates then they reach compulsory school age on that date. For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).”

The school will follow the statutory guidance ‘Children Missing from Education’, as amended:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

Whenever a new student arrives at Eton Academy a copy of the Absent from Education Policy from the Department of education is included in the induction handbook. The parents are advised if they left a school, that their previous school should be informed that they have left and the reasons why. It is the responsibility of this school to keep the council informed of their departure from their school. They should also inform their previous school that they have joined Eton Academy, as well as their local Council.

11. School Requirements

11.1. Admission and Initial Attendance

Eton Academy requires the entry of all pupils into the Admissions Register at the start of their first day, as per the agreed or notified date of commencement. Should a pupil not attend on this designated date, the Academy will conduct appropriate inquiries to ascertain the child's whereabouts and consider promptly notifying the local authority.

11.2. Regular Attendance Monitoring

Eton Academy rigorously monitors pupil attendance through daily registers. It is the school's responsibility to coordinate with the local authority to define periodic intervals for reporting

students who exhibit regular absenteeism or miss more than ten school days without authorised leave. The Academy is committed to addressing and improving cases of irregular or poor attendance and will refer persistent attendance issues to the local authority for further intervention.

11.3. Removal from Admissions Register

A pupil may be subject to removal from the Admissions Register under the following circumstances: if the pupil does not return to Eton Academy for ten days following an authorised absence, or is absent without authorization for twenty consecutive school days. This step is taken only after the Academy and the local authority, having made joint reasonable inquiries, are unable to determine the child's whereabouts and there are no valid reasons to believe the absence is due to illness or another unavoidable situation.

11.4. Procedure for School Transfers

Upon a child's departure from Eton Academy, parents are obligated to inform the Academy of the child's new educational setting. Eton Academy will provide guidance to parents on notifying the local council of this change and will independently confirm with the local council that the notification has been completed.

12. Safeguarding

- 12.1. The school has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained absences. Where there are safeguarding concerns about any child, the school will always follow its Safeguarding and Child Protection Policy, which includes reporting to the local authority.

Policy Approved and signed by



Dr Gabrielle Hargreaves  
Principal  
03/07/25

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

**\*As Eton Academy takes attendance per lesson, we will use 'P' instead of '/' and '\'**

Code	Definition	Scenario
Attending the school		
/*	Present (am)	Pupil is present at morning registration
\*	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is at an approved alternative educational provision arranged by the local authority (e.g., hospital school, PRU, etc.)
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Work experience	Pupil is on a work experience placement
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
Absent - leave of absence		
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Pupil is absent with permission for regulated performances, employment etc.
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Pupil is attending an interview for employment or admission to another educational institution

S	Study leave	Year 11 pupil is on study leave during their public examinations
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Compulsory school-age pupil is on a part-time timetable as agreed with the school
D	Dual Registration	Pupil is registered at more than one educational setting
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
Absent - other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is absent due to the parent's occupational commitments (e.g., armed forces)
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness	School has been notified that a pupil will be absent due to illness
E	Suspension / Excluded	Pupil has been suspended / excluded but no alternative provision has been made
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	Pupil cannot attend school because of a lack of special arrangements (e.g., accessibility issues)
Y1	Unable to attend due to transport normally provided not being available	Pupil is unable to attend due to unavailability of the usual transport arrangements
Y2	Unable to attend due to widespread disruption to travel	Pupil cannot attend school due to widespread disruption to travel (e.g., strikes, severe weather)
Y3	Unable to attend due to part of the school premises being closed	Pupil cannot attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed	Pupil cannot attend because the whole school site is closed unexpectedly (e.g., emergencies)

Y5	Unable to attend as pupil is in criminal justice detention	Pupil is unable to attend as they are detained by the criminal justice system
Y6	Unable to attend in accordance with public health guidance or law	Pupil is unable to attend due to public health guidance or legal restrictions (e.g., COVID-19 isolation)
Y7	Unable to attend because of any other unavoidable cause	Pupil cannot attend because of any other unavoidable cause
Absent - unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Administrative codes		
Z	Prospective pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned whole school closure	Whole or partial school closure due to half-term/bank holiday/INSET day