# Attendance Policy

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| **Person Responsible:** | Mrs H Mukherjee | **Frequency of Review:** | 1 Year |
| **Authorisation By:** | Headteacher | **Notice Date:** | 20/07/2026 |
| **Authorisation Date:** | 20/08/2025 | **Review Due By:** | 20/08/2026 |

## 1 Rationale

The Governors and North Yorkshire Local Authority (LA) believe that attendance at Upper Wharfedale School is important and that any absence can lead to poor progress and under-achievement, therefore daily attendance at school is expected from all our students.

We aim to provide a welcoming, safe and caring environment in which each student is valued and supported. We strive to build and maintain effective partnerships between the school and its parents, external support agencies and the wider community to encourage regular attendance at school.

Senior attendance champion – Mrs Helen Mukherjee – 01756752215 – admin@uws.n-yorks.sch.uk

## 2 School Expectations

### 2.1 Students

Upper Wharfedale School expects the following from its students:

- Attend school regularly
- Arrive on time, appropriately dressed and prepared for the day, with all necessary equipment

### 2.2 Parents and Carers

- Upper Wharfedale School expects the following from the parents and carers of students:
- Ensure their child attends every day the school is open except when a statutory reason applies. Contact the office as soon as possible, preferably by telephone, whenever their child is unable to attend.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Ensure their child is appropriately dressed, taking account of the school uniform policy.
- Ensure their child arrives in school well prepared for the school day with any homework completed.

### 2.3 School

- Students, Parents and Carers can expect the following from Upper Wharfedale School:
- Regular, efficient and accurate recording of attendance and time keeping, which is also monitored and quality-assured by the LA
- Contact from school (as soon as possible during the same day) when a student fails to attend without reason and no contact is made
- Early contact with parents when a student fails to attend without good reason or there is a pattern of absences or an excessive number of absences or lateness.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.

- An initial warning letter will be sent and 10 day monitoring period started. If there is no improvement in attendance, an attendance panel will be held with parents and members of SLT to develop an attendance contract.
- Work with each identified student and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, this includes conducting the early help assessment and acting as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.

## 3 Absence Due To Student Illness or Appointments

Parents are requested to inform the school by telephone on the first day of absence and every subsequent day of absence via the absence line – 0156752215 or email absence@uws.n-yorks.sch.uk before 9am giving the reason for absence.

School should be informed by telephone, email or letter as soon as possible if a child is to be absent for attendance at a doctor, dentist or hospital appointment.

If a child becomes ill during school hours, we will contact parents as soon as possible. Parents must ensure that we have up to date details of home and work contact numbers, as well as an emergency contact person in case they are unavailable.

## 4 Leave Of Absence During Term Time

Absence for any reason during term time interrupts a child's education and disrupts progress.

The Law says that parents/carers do not have the right to take their children out of school for a holiday during term time. Special permission must be sought for any holidays taken during term time and a holiday form must be completed in advance.

Under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons. Headteachers do not have any discretion to authorise any leave of absence during term time unless there are exceptional circumstances. Consideration of circumstances will be given on an individual basis, but "normal" family holidays will not be authorised.

It's the responsibility of the local authority to decide when to issue fines to parents, meaning the process varies from council to council.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

## 5 Children Missing Education (CME)

A All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, aptitude and any Special Educational Needs they may have. The Local Authority has a duty to meet the requirements and responsibilities from within the Children missing education – Statutory Guidance for local authorities (DfE Sept 2016) and comply with it's duties under Section 436A of the Education Act 1996 by having in place arrangements to identify Children Missing Education.
To assist in it's duties, North Yorkshire County Council (NYCC) has developed a Children Missing Education Protocol, which is shared with all partners and stakeholders. To ensure the Authority's appropriate response to CME referrals, there are two separate pathways identified in the Protocol as follows:

1. **Children Missing Education - whereabouts or destination school not known.** These are children who may have ceased attending the school or alternative provision where they are a registered student and/or whose families are likely to have left the county or have moved abroad.
2. **Children Missing Education - not in receipt of a suitable education.** These are children who are found to be living in the locality but are not registered at a school or have not taken up their offered educational placement. This

also includes children who are not regularly attending the school or alternative provision where they are a registered student or are not in receipt of a suitable education otherwise (i.e. Elective Home Education).

All the above children can be at significant risk of underachieving, and in later life becoming NEET (not in education, employment or training). Children going missing, particularly repeatedly, can also act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage

**Tracking and Monitoring**

Information sharing between parents, schools, the community and the Local Authority is crucial to ensure that those children who are missing education are kept safe and receive the education they are entitled to. The Local Authority has effective tracking and enquiry systems in place and an appointed named person **(CME Co-ordinator)** to whom schools, other agencies and the public can make referrals if concerned about a child missing education.

Information relating to children who may be missing education or have been or are about to be taken off a school roll at a non -standard transition point is captured from schools on a daily basis utilising Group call, or by a manual referral from schools to the CME Co-ordinator. Joint reasonable enquiries can be made as quickly as possible by schools and the LA to identify where the family is and what support is needed. Services such as the Admissions Team, Children & Families Services (referrals through MAST), and Locality SEND Hubs can support children & young people to re-engage with their education. Joint working arrangements are also in place with agencies and services such as, Housing, Council Tax, HMRC, Health, the Police, and other Local Authorities to locate and support children and their families. Information is also shared within NYCC safeguarding processes such as the (M)ulti (A)gency (C)hild (E)xploitation, Runaway and Missing from Home or Care and Private Fostering groups.

**Other LA Responsibilities**

The Local Authority also has other duties and powers to support their work on CME which include:

- safeguarding children's welfare and the duty to protect them from harm and neglect
- making arrangements to establish (wherever possible) the identities of children in the area who are not registered students at a school and who are not receiving a suitable education otherwise (e.g. Elective Home Education - EHE)
- serving Notices (Ist Notice and Imminent Order) and issuing a School Attendance Order to parents who fail to evidence that their child is receiving a suitable education by registering at a school or otherwise.
- pursuing a prosecution and/or an Education Supervision Order for those who do not comply with the School Attendance Order
- issuing a Penalty Notice, pursuing an Education Supervision Order or prosecution of parent/s who fail to ensure that their child attends regularly at the school, or alternative educational provision, where they are a registered student
- arranging education for permanently excluded students from the sixth day

**Who should be notified of a child missing education ?**

**CME Co-ordinator -** Tel: 01609 532477 or e-mail: CME.Coordinator@northyorks.gov.uk or julie.hodges@northyorks.gov.uk

## Appendix One

# Upper Wharfedale School
# Expectations for Catching Up Missed Work

Throughout a school year, students will inevitably miss work that creates knowledge and skills gaps. At UWS, the expectations for catching up on missed work is as follows:

| Student Expectations:<br>**"Catch up on missed work and evidence* it to their teacher in timely fashion**"** | Staff Expectations:<br>**"Provide students with access° to missed work as soon as reasonably practicable°°, and be satisfied it has been caught up"** |
|---|---|
| **the method of **'evidence'** can take many forms. The default guide is to show the teacher in the next lesson. There is no expectation for the teacher to mark missed work (unless it is an assessed piece).*<br><br>***the definition of **'timely fashion'** will be agreed by teacher and student on a case-by-case basis, depending on the length of/reason for absence, magnitude of work etc. A default guide is within one school week.* | *° **'access'** to missed work can take many forms (to teacher's discretion). MS Teams is an efficient way to share electronic resources, but other methods can be deployed (e.g. study buddy sharing notes, physical resources passed on by a peer/sibling, 'absence' trays in classrooms, verbal instruction the next lesson etc).*<br><br>*°° the definition of **'reasonably practicable'** is to fit within the teacher's working schedule, but must be no later than the next lesson the student is present (as this can be done verbally).* |

## 5 Catching up from absence due to illness:

If a student is too ill to come to School because they are too ill to work, there is no expectation for them to complete missed work; instead **they should focus on recovery**. If a student contacts a teacher (e.g. Teams, email) to seek missed work for this type of absence, the teacher should reinforce this message.
Access to missed work can still be provided proactively by teachers for ill students (e.g. Teams post, physical resources sent home with peer/sibling), but the instructions must instruct the student to only complete work when they are well enough.

## 6 Catching up from longer-term absence due to illness:

In the event of a longer-term illness absence, the pastoral team (Form Tutor / Student support) are responsible for communicating expectations and methods of providing access to missed work and assessment centrally (in conjunction with parents).

- If the absence is for illness, then the focus on recovery (as above) takes priority
- If the student is well enough to work, but still has an absence (e.g. broken limb), then work should be completed (as agreed by pastoral team and parents)

### Catching up from absence not related to illness (e.g. school trip, open day, enrichment activity etc):

Then access to missed work can be provided in the form that best suits the teacher. The majority of these absences will be planned, and so students are expected to be proactive in seeking missed work, and these requests can be responded to by staff, if and when practicable.

## 7 The role of Microsoft Teams:

MS Teams is a highly effective *platform* by which we can support students with catching up with work. However, unlike during CV19, it is not the *only* mechanism, and the expectation to post to/tag absent students into missed work has been removed.

# Appendix Two Attendance Codes from August 2024

| Code | Meaning | Type |
|---|---|---|
| / \ | Present at the school / morning \ afternoon | Present Mark |
| B | Attending any other approved educational activity<br>- Alternative Provision not arranged through the approved framework | Present Mark |
| C | Authorised Circumstance (see next page for breakdown) | Authorised Absence |
| D | Dual registered at another school<br>- PRS<br>- Hospital education<br>- Education at a secure / residential site<br>- Off-site direction / managed move | Present Mark |
| E | Suspended or permanently excluded and no alternative provision made | Authorised Absence |
| G | Holiday not granted by the school or Term Time Leave not granted by the school | Unauthorised Absence |
| I | Illness (not medical or dental appointment) | Authorised Absence |
| J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution | Authorised Absence |
| K | Attending education provision arranged by the Local Authority<br>- Home Tutoring<br>- Approved Framework for Alternative Provision<br>- Blended Learning | Present Mark |
| L | Late arrival before the registers have closed | Present Mark |
| M | Attended a medical appointment | Authorised Absence |
| N | Reason for absence not yet established | Unauthorised Mark |
| O | Absent in other or unknown circumstances | Unauthorised Absence |
| P | Participating in a sporting activity | Present Mark |
| Q | Unable to attend the school because of a lack of access arrangements | Not expected to attend |
| R | Religious Observance | Authorised Absence |
| S | Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school. | Authorised Absence |
| T | Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months. | Authorised Absence |
| U | Arrived in school after registration closed | Unauthorised Absence |
| V | Attending an Educational Trip or Visit | Present Mark |
| W | Attending Work Experience | Present Mark |
| X | Non-compulsory school age pupil not required to attend school | Not expected to attend |
| Y | Unable to attend school because of unavoidable cause (see next page for breakdown) | Not expected to attend |
| Z | Prospective or previous pupil not on admission register | Not expected to attend |

| Code | Meaning | Type |
|---|---|---|
| **The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:** | | |
| Y1 | Unable to attend due to transport normally provided not being available | Not expected to attend |
| Y2 | Unable to attend due to widespread disruption to travel | Not expected to attend |
| Y3 | Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes. | Not expected to attend |
| Y4 | Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating. | Not expected to attend |
| Y5 | Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention. | Not expected to attend |
| Y6 | Unable to attend in accordance with public health guidance or law.<br>contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease. | Not expected to attend |
| Y7 | Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent. | Not expected to attend |
| **The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:** | | |
| C | Leave of absence for exceptional circumstances.<br>Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. | Authorised Absence |
| C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.<br>- Filming | Authorised Absence |
| C2 | Leave of absence for a compulsory school age pupil subject to a part-time timetable. | Authorised Absence |