Consilium Academies

Attendance POLIC

2026-2027

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Approve by

Trust Board

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Excellence and Equity with integrity

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1. Rationale & Statements of Intent

Rationale

At Consilium Academies we are committed to promoting excellent attendance and punctuality as essential components of safeguarding and achievement. Our Attendance Strategy is designed to ensure that every student has access to the full range of educational opportunities available, supporting their academic progress, social development, and overall well-being.

In line with the Department for Education's guidance, 'Working Together to Improve School Attendance', and Ofsted's inspection framework, we recognise that regular school attendance is not only a legal requirement but a crucial foundation for success in school and life beyond. We aim to create a school culture where attendance is understood as a shared responsibility between school, families, and external partners.

Through early identification, targeted intervention, and a culture of support and accountability, we will work to remove barriers to attendance, reduce persistent absence, and ensure that all pupils, particularly those who are vulnerable or disadvantaged, receive the support they need to thrive.

Consilium Academies believe that a culture of regular attendance is the key to enabling children to maximise the educational opportunities available to them, helping them becoming emotionally resilient, confident and competent adults, who are able to realise their full potential and make a positive contribution to their community.

Importance of Good Attendance

The students with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, students not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7% (9 days), compared to 3.5% (6.5 days) among those meeting the expected standard.

In addition, the overall absence rate of students not meeting the expected standard was higher than among those meeting the higher standard (4.7% - 9 days) compared to 2.7% -5 days). At KS4, students not achieving grade 9 to 4 in English and Maths had an overall absence rate of 8.8% (17 days), compared to 5.2% (10 days) among those achieving grade 4. The overall absence rate of students not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% -17 days) compared to (3.7% - 7 days).

For the most vulnerable students, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study).

Statement of Intent

- Our Academies will strive to provide a welcoming, caring environment, whereby each member of the Academy community feels safe, valued and listened to.
- Our Academy staff will work with students and their families to ensure each student attends their Academy regularly and punctually.
- Our Academies will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

- Our Academies recognise that attendance is a matter for the whole trust community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of trust improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning.
- Our Academies will adhere to children missing education procedures to ensure all children are safe and accessing appropriate education.
- Fundamentally our Academies recognise that attendance is never 'solved' but is a continuous process of regular reviews and updating messages, protocols, and strategies.

2. Aims & Objectives

- To improve the overall attendance of students at our Academies to be above the published national average
- To reduce the number of persistent absentees (below 90%) and those students on track to become persistent absentees to be below the published national average
- To make attendance and punctuality a priority for all those associated within our Academies including students, parent/carers, staff and governors;
- To embed a framework which defines agreed roles, responsibilities, policy and practice.
- To provide support, advice and guidance to parents and students;
- To develop a systematic approach to gathering and analysing attendance related data, and then acting upon that data in a methodical and sophisticated manner
- To further develop positive and consistent communication between home and our Academies;
- To implement a system of rewards and sanctions.
- To promote effective partnerships with the relevant Local Authority's School Attendance Core Service and other external agencies;
- To ensure robust procedures are in place to monitor and report attendance and educational progress of the children their authority looks after. *Consilium Academies support this by sharing attendance data daily with the local authority officers responsible for Children in Care in accordance with The Children Act 1989 as amended by the Children and Families Act 2014.*
- Ensure no individual group of students are misrepresented and are causing concern, especially the most vulnerable.
- Work with Primary feeder schools to identify and support students and families with a history of poor attendance
- Support students at all levels of attendance to increase their attendance by moving through a set of pre-determined 5% 'bands'

3. Definitions

All students, parents and carers should be aware of the statutory obligations relating to attendance and punctuality. It is important to understand the difference between authorised, unauthorised and persistent absence:

Authorised absence

Morning or afternoon sessions away from school for a good reason such as illness or medical appointment that is unable to be outside of school time. Where our schools have agreed to a student being absent from school for part of the week or day, we will treat this absence as authorised (e.g., Build-up timetable).

Unauthorised absence

Those which the school does not consider reasonable and for which no 'leave' has been given e.g., truancy, unexplained absence, students kept off school unnecessarily. This type of absence can lead to the involvement of the Local Authority.

Persistence absence (<90% attendance)

An absence authorised or unauthorised which exceeds 10% or more schooling across the school year. Absence at this level is doing considerable damage to any child's educational prospects. Parents may be invited to attend a meeting with relevant staff to discuss intervention and support. Specific targeted support will be agreed to remove any barriers to attendance and re-engage pupils with school. This could include a referral to a Local Authority Family Help practitioner who will work closely with the whole family to identify and remove barriers to

attendance.

Severe absence (<50% attendance)

An absence authorised or unauthorised which exceeds 50% or more schooling across the school year. Absence at this level is having a significant impact on any child's educational prospects. All Pupils who fall into the Severe absence category will have a bespoke attendance action plan to support them to improve their attendance to school. This will be a multi-agency approach where school and other local authority agencies will work together to support the family and pupil to improve attendance to school.

4. The Legal Framework

Under the Education Act (1999), parent/carers are responsible for ensuring that children of compulsory school age receive full-time education. **Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered**. If a child of compulsory school age, who is registered at a school, fails to attend the school regularly, the parent is guilty of an offence under this Act.

The DfE 'Working together to improve Attendance' (July 2026) and School Attendance Parental Responsibility measures (Jan 2025) have been consulted in the creation of this policy.

At Consilium, we believe that good attendance is vital for all students if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and achievement.

We expect parent/carers to assist us in raising attendance levels throughout the school by:

- Ensuring consistency in the approach to remote learning for students who aren't in school
- Contacting the school every day when their child is absent from school
- Providing a valid reason for the absence;
- Attending any meetings about their child's attendance and implementing the actions discussed.

The statutory guidance Children Missing Education (September 2025) sets out the key principles to enable local authorities in England to implement their legal duty under section 436A of the Education

Act 1996 to make arrangements to identify, as far as possible to do so, children missing education (CME).

Local authorities have a duty of care under the Children Act 1989 to safeguard and promote the welfare of a child looked after by them. The Academy must report attendance daily regarding Children in Care.

This policy meets the requirements of Department for Education (DfE) guidance and legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

DfE guidance:

- School Attendance – Main Guidance (DfE) www.gov.uk/government/publications/school-attendance
- The Equality Act 2010 and schools (DfE May 2014) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf
- Supporting pupils at school with medical conditions (DfE December 2017) http://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3
- Education for children with health needs who cannot attend school (DfE January 2023) www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school
- Keeping children safe in education (DfE September 2026) https://assets.publishing.service.gov.uk/media/6a9081309a177a1decf97b00/Keeping_children_safe_in_education_2026.pdf
- School census guidance (DfE September 2026) http://www.gov.uk/guidance/complete-the-school-census
- Suspension and Permanent Exclusion Guidance (DfE July 2026) www.gov.uk/government/publications/school-exclusion
- Home to school travel and transport guidance (DfE May 2026) http://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance

5. Responsibilities

Specific responsibilities as outlined by the DfE can be found in Appendix B

Each of the Consilium Academies will:

- Contact parent/carers on the first day (First Day Response; FDR) if there is an unexplained absence.
- Consult parent/carers if attendance drops to a level that requires interventions on the 4-stage model.
- Encourage punctuality and good attendance as part of safeguarding practice.
- Discuss with parent/carers any problems with attendance and punctuality.
- Liaise with the LA over specific attendance issues where necessary.
- Develop clear procedures to enable students to attend school and maintain good attendance.

- Visibly demonstrate the benefits of good attendance throughout school life. This may include in displays, assemblies or in registration periods. Where used sensitively and without discrimination, this may also include praising and rewarding improvements in attendance at year group, class/form and individual level.
- Support families to improve their child's attendance where necessary.
- Refer students with poor attendance to the Local Authority for additional support where necessary.
- Ensure that all students and parent/carers understand the issues and procedures for attendance.
- Ensure that all staff (including administrative, support, non-teaching staff and governors) understand the issues and procedures for registration and attendance.
- Determine the correct absence code following Department for Education guidelines.
- Closely monitor students on reintegration timetables based on individual needs.
- Use attendance records when writing references for future employers, colleges and universities.
- Report any students at risk of CME following the relevant LA Missing Education guidance.
- Robustly monitor students who are CLA / CIC and report on a daily basis.

The Academy Leadership Team

A Senior Leader within each Academy, with strategic responsibility for securing good attendance for students will ensure the monitoring and implementation of the agreed procedures:

- Line Management of the Attendance team
- Ensuring that appropriate attendance training for staff is provided.
- Ensuring regular celebrations of good attendance take place.
- Ensuring that the RSB & LAB are provided with key information regarding whole school and vulnerable cohort's
  attendance by providing data, analysis and commentary.
- Being available, if appropriate, for parent/carers who may wish to discuss specific problems or in-school difficulties which their child is experiencing. Appointments can be made by contacting Reception.
- Co-chairing the Internal Schools Attendance Panel meetings

The Raising Standards Board (RSB):

The RSB will promote good attendance of students by:

- Providing support and challenge to senior leaders linked to attendance.
- Reviewing and scrutinising the impact of leaders' work against the Academy Development Plan.
- Interpreting attendance information and reports and use this to review performance.
- Attending appropriate training to help them to understand the duty of the Academy to promote good attendance.
- Ratifying the Academy Attendance Policy.

The Attendance Officer

The Attendance Officer will:

- Monitor attendance and absence patterns on a daily and weekly basis.
- Provide Senior Leaders, Student Support Officer and the SENCo with attendance information on a weekly basis.

- Work with Student Support Officer to support students and parent/carers when required
- Ensure that there are clearly understood attendance procedures in place.
- Work with the LA Attendance and Student Welfare Service, including through legal enforcement.
- Recognise and celebrate the good attendance of students in assemblies, through tutor groups and at an individual level.
- Conduct home visits as and when appropriate or necessary.
- Analyse attendance data for trends and identify students 'at risk'.
- Contact external providers, dual registered placements and Alternative Provision to obtain attendance information for students.
- Update records with information received from parents/carers regarding their child's attendance.
- Begin 1st day contact by a set time each day to establish where a student is if not in the Academy as expected each day.
- Keep an accurate register on the schools MIS, chase missing marks and incomplete registers.
- Hold internal school attendance panel meetings (ISAP)
- Make routine phone calls to parent/carers and send out standard letters to parents/carers about their child's attendance.

Student Support Officers / Heads of Year

Student Support Officers / Heads of Year will:

- Support the Form Tutor by providing weekly updates on attendance matters, including trends, students causing concern and local/national comparisons
- Liaise with Form Tutors regarding which students need SSD's putting in place
- Carry out Student Support Plans (SSP's) where a SSD has failed
- Escalate student to the Attendance lead where a SSP has been unsuccessful
- Reward students with excellent or improving attendance
- Update their SLT link and/or the Principal/Vice Principal with all attendance matters

Form Tutors

Form Tutors will:

- Ensure that an accurate and timely register is taken each lesson, including an AM and PM registration.
- Actively incorporate positive strategies to praise and reward student attendance.
- Refer unexplained absences or patterns of absence to the Student Support Officer
- Place students on 'late report' and monitor the impact of this, in discussion with the relevant Student Support Officer/Head of Year.
- Welcome students back after they have been absent because of illness.
- Take specific steps to assist children returning to school when they have been absent.
- Provide a positive role model through their own attendance and punctuality.
- Carry out individual conversations with students whose attendance is becoming a concern.

Parents and Carers

Parents and Carers will:

- Inform school by telephone or via Arbor on the first morning of any absence before the time defined by the specific academy based on their timings.
- Contact the school every morning before the time defined by the specific academy based on their timings whilst the absence continues.
- Provide medical evidence when requested.
- Wherever possible, will make medical/dental appointments for their child out of school hours and if this cannot be avoided, they should aim for them to be as late in the afternoon as possible.
- Ensure that their child gets to school on time.
- Ensure that their child catches up on missed work to avoid gaps in knowledge.
- Not take family holidays during term time (see further guidance below).
- Attend meetings in school regarding attendance as requested.

Students will:

- Aim for 100% attendance, only being absent through genuine illness.
- Be on the school site by a predetermined time each morning.
- Attend all lessons.
- Students on a personalised timetable that includes attendance to offsite and alternative provision must ensure that they attend regularly in line with the expectations of their timetable.

6. Academy Practice

All academies within Consilium will have clearly defined, publicised and well communicated morning and afternoon registration processes. This will include a clear process for students arriving at the Academy after the start of the school day but before the legal cut off time for registration to end, all academies will also have clear processes for students who arrive after the legal cut off time for registers.

All academies will have clear 1st day absence reporting procedures that is clearly communicated to their school community. The expectation within Consilium Academies is that If a child is absent for several days, parent/carers must continue to phone the Academy every morning to provide an update.

All academies will have clear processes for if a child does not arrive at school, and the Academy has not been informed of their absence, this must include electronic communication being sent asking the parent/carer to contact the Academy to explain the reason for the child's absence. If there is no response to this message, if appropriate or necessary, members of staff will complete a home visit. All absence will be treated as unauthorised unless there are exceptional circumstances.

Authorised Absences

'Authorised absence' means that the academy has either given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence. The following information outlines the main circumstances where absence may

be authorised by the academy.

Illness

- Reporting your child as ill does not automatically mean the absence will be authorised, The code used will be influenced by your child's previous attendance history and by any medical evidence used to support the absence.
- The academy follows the DfE School Attendance – Main Guidance, which states that if the authenticity of the illness is in doubt, the school may ask the parent/carer to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. The academy will not ask for medical evidence unnecessarily. In some instances, the academy may ask the parent/carer to obtain a letter from a GP or seek parental permission to contact the pupil's GP directly.
- If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.
- Where a pupil has a high level and/or frequency of absence, the academy may require suitable evidence to authorise any future absence where illness has been given as the reason. If this is the case, the academy will make the parent/carer/s aware of this expectation in advance.
- The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have not been reported to the academy by the parent/carer on the first and any subsequent days of absence may not be authorised.

Pupils taken ill during the academy day

- If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of the academy staff. In such circumstances, the pupil must be collected from the academy office by a parent/carer or another authorised adult (unless otherwise agreed between the school and the parent/ carer) and signed out in the 'signing out' book.
- No pupil will be allowed to leave the academy site without parent/carer confirmation.

Medical/Dental Appointments

- Parents/carers should try to make appointments outside of academy hours wherever possible. Where appointments during the academy day are unavoidable, the pupil should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a pupil to miss a whole day for an appointment, unless absolutely necessary, in which case the academy will need an explanation as to why this is. The academy recognises that pupils with a health condition may have a higher number of medical appointments than other pupils and it is therefore possible that at least some of these appointments may be during the academy day.
- If a pupil must attend a medical appointment during the academy day, they must be collected from the academy office by the parent/carer or another authorised adult and signed out following school procedures. No pupil will be allowed to leave the academy site without parent/carer confirmation.
- Advance notice is required for medical or dental appointments, unless it is an emergency appointment. Parents/carers should also provide the academy with sight of, or a copy of, the appointment card or letter.

Religious Observance

- The academy acknowledges the multi-faith nature of the academy community and recognises that religious festivals sometimes fall outside of academy holidays or weekends.
- In accordance with the law, the academy will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs – this will be marked

with the **R** code. In line with the **DfE school attendance guidance**, if necessary, the academy will seek advice from the parent/carer's religious body, about whether it has set the day apart for religious observance.

- Parents/carers should notify the academy in advance that their child will be absent for religious observance, so that the academy knows whether to expect the pupil into school or not.
- If a parent/carer would like their child to be absent for an additional day, around a religious observance, they should contact the academy. The academy will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If additional absence is authorised, this would be marked with the **C** code.
- The academy will ensure a pupil is not penalised for absence due to days of Religious Observance, for example if using attendance rewards.

Traveller Absence

- The Education Act 1996 includes specific reference to the school attendance of children "of no fixed abode". This law applies when a child is unable to attend school because they are travelling with their parent/carer "who is engaged in a trade or business of such a nature as to require [the parent/carer] to travel from place to place". This is subject to certain limits, depending on the child's age and number of absent sessions.
- The **DfE school attendance guidance** explains that a number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.
- The academy will discuss requests for absence individually with parents/carers as necessary. Parents/carers should let the academy know of their plans as far in advance as possible.
- To help ensure continuity of education for children from the above groups, wherever possible the child should attend school elsewhere when their family is travelling for occupational purposes. In which case, the child will be dual registered at the school they are attending and at this academy, which is their 'main school'.
- The **T** code, which is an authorised absence, should be used for pupils when Traveller families are known to be travelling for occupational purposes and have agreed this with the academy, but it is not known whether the pupil is attending another educational provision.
- Children from these groups whose families do not travel for occupational purposes are subject to the same rules as other children in terms of the requirement to attend school regularly.

Exclusions

- If the academy decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The academy will follow the current **DfE's statutory guidance on exclusions**.
- Any exclusion must be agreed by the Principal.
- The academy will notify the parents/carers of the exclusion. If the pupil is a Child in Care, the academy will notify the pupil's carer, social worker and the Local Authority's Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the academy will also inform the pupil's allocated social worker.
- The pupil must be collected from the academy office by the parent/carer or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the academy site without parent/carer confirmation.

Support for School Attendance

Pupils who are reluctant to attend

- Sometimes pupils can be reluctant to attend. The academy encourages parents/carers and pupils to be open and honest about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent/carer to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. The academy needs to understand the reasons why a pupil is reluctant to attend, in order to be able to support pupils and parents/carers in the best way.

Children in Care

- Foster Carers do not have parental responsibility for the children in their care, although they are responsible for ensuring their regular school attendance.
- If a Child in Care is not attending the academy, or there are concerns about their attendance, the academy will seek advice from the Local Authority's Virtual School and the child's social worker, as well as communicating with the pupil and foster carer.

Disability Related Absence

- The academy will ensure 'reasonable adjustments' are made for disabled pupils (defined as those with a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities'). This may include changes to the physical environment, curriculum or the way information is provided, as well as providing auxiliary aids and equipment, or tailored services.
- The academy recognises that some disabled pupils may need additional support to attend regularly and that, for some pupils, they may have more absence due to their disability, for example due to attending medical appointments. The academy will ensure disabled pupils are not penalised for absence related to their disability and will support the pupil and family to access support from external agencies where appropriate.

Young Carers

- The academy recognises that pupils who are Young Carers may have caring responsibilities that impact on their punctuality and/or attendance. Where this is the case the academy will work with the pupil and family to encourage them to access appropriate support, including direct support from Young Carers and any other support the pupil and family may need; the academy will also provide support in school where appropriate.

Pregnant Students and Students who are Young Parents

- Students who are pregnant, or who have had a baby, should still be encouraged to attend the academy wherever possible, but may need additional support to do so. The academy will work together with the student and family to come up with a plan of support to ensure the student continues to attend the academy wherever possible. Where a pregnant student or young parent student is not attending, the academy will take a supportive approach to help ensure, as far as possible, the student's continuity of education. The academy will seek advice from the Local Authority if a student cannot attend the academy due to their pregnancy, or because they have a baby to care for.
- A designated member of academy staff will be allocated to act as an advocate and assist the student to take responsibility for her/his continuing education.

Leave Of Absence – Leave Requests and Sanctions for Unauthorised Absence

- The law does not grant parents/carers the automatic right to take their child out of school during term time for holidays or other absence such as trips and visits.
- The academy will not authorise any leave of absence in term-time unless satisfied the reason for absence is exceptional. The academy will consider each application individually.
- Parents/carers are asked not to make plans to take their child out of school without making a request to the school first. The request should be made by the parent/carer with whom the child normally lives.

- Parents/carers wishing to request leave for their child should complete a Leave of Absence Request form which is available from the academy. The request should be submitted as soon as it is anticipated; and, wherever possible, at least four weeks before the absence.
- Parents may be required to provide the academy with additional evidence in order to support a leave of absence request.
- The academy will consider the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead (DSL).
- A leave of absence is granted entirely at the academy's discretion.
- The absence should be for the shortest time possible – if an absence is agreed, the Principal will decide how many days of absence will be authorised. If the pupil is absent for more days than were authorised by the academy, the remaining days absent will be recorded as unauthorised absence.
- Any holidays and other absence such as trips and visits which have not been agreed by the academy will be recorded as unauthorised.
- Parents/carers should be aware unauthorised absence may result in a Penalty Notice or Prosecution. See 'Unauthorised Absence' section for more information.
- If the academy has any concerns about possible safeguarding risks, staff will follow the necessary protocols. (See the academy's Safeguarding Policy for more information.)

Unauthorised Absence

- Unauthorised absence is where the academy is not satisfied with the reason given for the absence, or where no reason has been provided.
- Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions. See 'Penalty Notices and Prosecutions' section for more information.
- Unauthorised absence includes (but is not limited to) absences due to:

    - Reasons which have never been properly explained to the academy
    - Arriving at the academy after the register has closed. (Although late arrival for a reason such as a medical appointment will usually be an authorised absence – see 'Medical / Dental Appointments' section for more information.)
    - Shopping
    - Having a hair-cut
    - Birthdays
    - Waiting at home for something to be fixed, or a parcel to be delivered
    - Parent/carer's or sibling's illness (unless very exceptional circumstances apply and have been agreed in writing by the academy)
    - Day trips
    - Holidays in term time (unless exceptional circumstances are agreed in writing, in advance, by the academy – see 'Leave of Absence' section).

Where the academy has cause for concern about the actual reason for a pupil's absence, staff may seek additional information or evidence from parents/carers regarding the absence, and/or make a home visit in order to verify the reason. If the reason cannot be verified and the academy has cause to believe the reason given for absence may not be genuine, parents/carers may be asked to provide satisfactory proof of the reason before the academy authorises the absence. If satisfactory proof is not provided, the school may record the absence as unauthorised.

Elective Home Education

All Consilium Academies follow DfE guidance on Elective Home Education (EHE). This can be found here:

https://assets.publishing.service.gov.uk/media/66bf6d2bdcb0757928e5bd47/Elective_home_education_departmental_guidance_for_local_authorities.pdf

If you choose to educate your child(ren) at home, you accept 'full responsibility' for their education. Once your child has been removed from the admission register, they can't be re-admitted without you reapplying through the LA school admissions. It may not be possible for your child to be placed at the school of your choice.

We recommend before making a decision on home education that you:

- Consider all the issues very seriously. It's a great responsibility that requires a lot of commitment, time and energy.
- Plan what you intend to do with your child before making a decision. Consider the costs involved.
- Be aware that your child may well miss the social side of school, especially contact with other children and joint activities.
- Are aware that no grants are available to help with home education. You'll have to pay the costs of materials, equipment, exam fees and so forth.

If you've chosen to educate your child at home because of issues within one of Consilium Academies, you may find it helpful to talk with school to see if these can be addressed. You could also consider moving your child to another school. The Education Welfare Service can support you with these arrangements.

All Consilium Academies will follow their robust EHE protocols and checks before allowing a child to be removed from their role after an EHE request has been submitted.

7. Children Missing Education

(It is important to note that any Safeguarding concerns regarding the immediate safety or well-being of a child need to be referred immediately to Social Care and the Police if appropriate).

When the Academy suspect they have a missing student the following procedure must take place:

- From the first day of absence and up to the 10th school day of absence the Academy must make initial enquires to the locate the student, members of the pastoral and safeguarding team may conduct home visits to support this action.
- If the Academy have not been able to confirm the location of the student by the 11th school day of absence they must complete a Child Missing Education report to the appropriate LA's attendance and student welfare service.

8. Phased Return to FT Education/Re-integration Plans

- In line with the expectations of the Department for Education, all pupils of compulsory school age are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.
- In very exceptional circumstances there may be a need for a temporary part-time/build up/reintegration timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.
- If, for any reason, the academy is unable to provide a pupil with a full-time education due to the pupil's needs, staff will work with the pupil, parents/carers and other agencies where appropriate, to come to an arrangement that is deemed to be in the best interests of the child wherever possible.
- Any part-time timetable should be in place for the shortest amount of time possible, it must not be treated as a long-term solution. It should be reviewed at least every two weeks, whilst arrangements are made to support the pupil's return to full-time education at the academy or, where appropriate, at alternative provision.

9. Education Off Site

Schools can also allow students to be absent from the school site for certain educational activities or to attend other schools or settings:

- To attend an offsite approved educational activity. (For full details see Code B)
- To attend another school at which the student is registered (dual-registration). (For full details see Code D)
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan. (For full details see Code K)
- To participate in an approved sporting activity. (For full details see Code P)
- To attend an educational visit or trip arranged by the school. (For full details see Code V)
- To attend work experience. (For full details see Code W)

10. Legal Considerations

The law says that parent/carers do not have the right to take their child out of school for holidays during term time. There are no exceptions. If you take your child on holidays during term time without the school's authorisation, this will be recorded as an unauthorised absence and will result in parent/carers being issued with an Education Penalty Notice.

The Academy follows the new national framework for penalty notices, the following changes will come into force for penalty notice fines after 19th August 2024.

Per Parent, Per Child Fine

Penalty Notice Fines will now be issued to each parent, for each child that is absent. FOR EXAMPLE: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines

5 Consecutive Days of Term Time Leave

The National Threshold for Penalty Notice Fines for term time leave will be for 5 or more consecutive days.

10 Sessions Of Unauthorised Absence In A 10 Week Period

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in any 10 week period.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be: £160 per parent, per child is paid within 28 days. This will be reduced to £80 per child, per parent is paid within 21 days.

Second Offence (Within 3 Years)

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be: £160 per parent, per child paid within 28 days.

Third Offence And Any Further Offences (Within 3 Years)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued. Instead, the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

If a student fails to return and contact with the parent/carer has not been made or received, the Academy may take the student off the Academy's roll in compliance with the Education (Student Registration, England) Regulations 2006. This means that the child will lose their Academy place.

Consilium Academies acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals, may fall outside the Academy holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. This is limited to 1 day (2 sessions) per academic year.

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

11. Attendance Bands

All Consilium Academies now have access to the absence bandings information provided by the DfE. It is a powerful method of analysis – and one that schools with the highest or most improved attendance use regularly.

Consilium leaders are aware of the overall, persistent and severe absence rates in the schools they govern. These remain critical measures. However, by looking at absence in 5% bands of severity, leaders will look

beyond those headline statistics and understand the full distribution of absence.

This will support leaders to:

- Identify students with and approaching persistent and severe absence rates
- Identify absence trends and students who need support
- Consider underlying causes of absence

Particular attention will be given to the 'improving' DfE band (85% - 90%) and the 'securing' DfE band (90% - 95%). These two bands span the 90% threshold for a student being considered to be persistently absent.

12. Transition

A fundamental component of the Consilium attendance strategy is to focus on supporting students as they move between key educational transition points, these include:

1. From Key Stage 2 into Key Stage 3
2. From Year 7 into Year 8
3. From Year 10 into Year 11
4. Any mid-year entry with a history of poor attendance
5. Managed moves and students placed through fair access protocols

Analysis shows that as students get older their year-on-year change in attendance (transition) worsens. Children with poor attendance in primary school are more likely to recover to a higher level of attendance the next year compared to secondary school students.

- Across all year groups, students with 0-5% absence in 2021/22 are highly likely to have strong attendance the next academic year – with between 93% and 96% of this group having below 10% absence in 22/23, depending on year group.
- Students with 5-10% absence in 2021/22 are less likely to have strong attendance the next academic year (compared with those with 0-5% absence). 86% of year 1s in this group have 0-10% attendance in 22/23, but this drops as low as 75% for year 7s.
- Combing these groups, over 80% students with 0-10% absence in 2021/22 have between 0-10% absence in 2022/23.
- Over 80% students with 0-10% absence in 2021/22 have between 0-10% absence in 2022/23.
- Over 60% of primary school students with greater than 15% absence in 2021/22 remained persistently (greater than 10% absence) or severely (greater than 50% absence) absent in 2022/23.
- Over 70% of year 6 students with greater than 15% absence in 2021/22 remained persistently or severely absent in year 7 in 2022/23.
- Over 80% of secondary school students with greater than 15% absence in 2021/22 remain persistently or severely absent in 2022/23.

These findings underscore the importance of targeted interventions during the critical transition from primary to secondary school, particularly for students with 10-15% absence.

Students transitioning from primary to secondary

For year 6 students, 53% of students who become 10-15% persistently absent improve to being less than

10% absent in year 7. Over 70% of year 6 students with greater than 15% absence will remain persistently or severely absent in year 7.

Tracking the proportion of students who stay in the same absence band the next year

Evidence also suggests most secondary school students with 10-30% absence do not improve the following academic year. Across all year groups, between 10% and 40% of students in these bands remain in the same absence bands the following year Their continued presence in the same band suggests a consistent pattern of persistent absence, indicating potential for improvement with targeted interventions.

13. Processes

What happens if my child does not attend school regularly?

- Your child's Academy will contact you if we are concerned about your child's attendance to offer any support that may be required.
- Consilium Academies operates a **Staged Attendance process**. If your child has poor attendance you will work through these steps until attendance starts to improve.
- A referral could be made to the Attendance and Student Welfare Service if attendance continues to be a concern;
- The Council will use legislation to enforce attendance at school where parent/carers do not fulfil their duty to ensure their children attend school regularly. This could mean that a parent or carer enters into the Local Authority Enforcement Procedure which may lead to prosecution in the Magistrates Court;
- A parent or carer could receive a Parenting order, A Community Order, a Curfew Order and/or a fine of up to £2500; (see section 10)
- A parent or carer can also be issued with an Education Penalty Notice (EPN) for any unauthorised absences, including taking an unauthorised holiday in term time. (see section 10)

14. Data Protection Implications

The personal information our Academies use to help manage attendance and absence is governed by the UK GDPR and Data Protection Act 2018. Much of this information will be sensitive, to both pupils and their parents/carers, and staff must take care to apply appropriate safeguards to ensure personal information is processed fairly and lawfully, is the minimum amount necessary to achieve our aims, is accurate, and where necessary, kept up to date, is not held for longer than is necessary and remains safe and secure.

Staff must record personal information accurately, being clear whether something is an opinion, reported by someone else, or fact. It is also important to remember that pupils and parents/carers can ask to see copies of the personal information the academy holds about them.