

# Attendance Policy



**Reviewed: September 2025  
Next review: September 2026**

## **The Christian Ethos of Immanuel College**

Immanuel means 'God with us'. At Immanuel we believe that we are all God's children and that God has a plan for our lives. At Immanuel we endeavour to help students discover that plan.

Through perseverance we believe that our students' character will be developed in order for them to access a hopeful future.

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### **Trust Policy Statement**

Bradford Diocesan Academies Trust (BDAT) regards the excellent attendance of children as integral to the success of the students and thus the success of their academies. For the purpose of this policy, the term Trust refers to BDAT. The Trust is committed to ensuring that students and parents/carers understand the absolute importance of full attendance at our schools.

As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equality, fairness, and respect for all staff and students. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

### **Aims of the Policy**

This policy is intended to outline the expectations, procedures and key staff in relation to attendance as well as the strategy and support in place to ensure students maximise their attendance at school.

We envisage that this policy will act as a 'user manual' for students, families and staff when it comes to attendance at school and will keep it under annual review. We will use our stakeholder voice mechanisms (e.g., board of

Governors meeting & parent forum) in order to ensure that feedback around this policy is taken on board when the policy is reviewed.

This policy will be published on the Immanuel College website and will be recirculated to parents at the start of each academic year, as well as when it is updated at any other point.

### **Introduction**

At Immanuel College, our priorities are that our students are safe, healthy and successful, all of which are helped by attending school regularly. We believe that working in partnership with families is the best way to maximise attendance at school in order to achieve these priorities. Our aim is for Immanuel College to be a calm, orderly, safe and supportive environment where all students want to be and are keen and ready to learn.

We know that regular attendance at school is vitally important in helping students to reach their academic potential, to grow socially and emotionally and to develop a range of life skills which will support them as they enter the world of work or higher education at the end of their compulsory education.

Research clearly demonstrates the link between regular school attendance, educational progress, and attainment. Children who frequently miss school fall behind and, ultimately, they are likely to have fewer qualifications at lower grades, which can impact on their ability to access further education and/or employment. Therefore attending 100% of the time will give students the best chance of success.

When it comes to school attendance, it is easy to think that 90% attendance is at a positive level, but the reality is that this is equivalent to one day off school per fortnight or 95 hours of learning missed across a year. Children who have less than 90% attendance are regarded as 'persistent absentees' from school by government standards.

It is our expectation that our students should only miss school when it is absolutely necessary and should aim for a minimum of 97% attendance over the course of each year. We will consistently work towards a goal of 100% attendance for all children.

Strong school attendance for every child is in everyone's best interests and it is the responsibility of us all. We are determined to work together with students and their families to make this happen.

### **Key Staff**

This section of the policy details key staff and their responsibilities in relation to different aspects of the attendance policy.

<b>Staff Member</b>	<b>Job Title</b>	<b>Role</b>
Name: Tasha Dyson	Attendance Governor	To ensure that the governing body have an accurate view of attendance within school, support escalation procedures where needed and provide an appropriate level of challenge to school leaders to ensure that the attendance strategy is effective.
Name: Mr S Mulligan	Headteacher	To ensure that there is a strong culture of promoting excellent attendance and a strategy which is led effectively by the senior leader responsible in this area.
Name : Mr J Patterson	Deputy Headteacher	Strategic leadership of whole school attendance strategy including policy development, staff training and data analysis.
Name: Mrs M Hussain	Assistant Headteacher	Strategic leadership of whole school attendance strategy including policy development, staff training and data analysis.

Name: Mrs L Riley Email Address: <a href="mailto:attendance@immanuel.bdatacademies.org">attendance@immanuel.bdatacademies.org</a>	Attendance Manager	Operational leadership of attendance including direct work with families, home visits and liaison with Education Welfare around any legal proceedings/fixed penalty notices.
Name: Miss V Almond	Whole School Rewards Lead	Implementation of the 'incentivising & rewarding' strand of the attendance strategy to support pupils with maintaining excellent attendance.
Name: Mr Glaves (Year 7) Miss Pearson (Year 8) Mr Murphy (Year 9)  Mrs Royal-Evatt (Year 10) Mrs Mahmood (Year 11)	Head of Year	To support the pupils in each year group with maintaining excellent attendance by working directly with pupils and families to overcome any barriers to attendance as part of the whole school strategy. Work with the quality of education team to identify pupils who's attendance is the barrier to academic achievement.
Name: Ms Ramsden (Year 7) Mr Homer (Year 8) Mrs Delaney (Year 9) Mr Stockdill (Year 10) Mr Lundie (Year 11) Mrs Stockdill (Lead Pastoral Manager)	Pastoral Manager	Working alongside students / home / school to ensure that relevant pastoral support is in place for pupils who may have had long periods of absence.
Miss Kirsty Rhodes	Home School Attendance Liaison Officer	Conduct daily home visits for pupils who are absent, challenging absences where appropriate and liaising with relevant staff in school for support when needed.
Tracey Hanbury (Year 7) Megan Kittsen (Year 8) Tracey Briscoe (Year 9) Jackie Bywater (Year 10) Lesley Riley /Rachael Dowell (Year 11)	Admin Team	Daily calls made home for all absences, identifying the reasons for absence and liaising with relevant staff regarding any support for getting pupils back into school.
Name: Form tutors	Form Tutor	To support the pupils in their form in maintaining excellent attendance through praise, encouragement, intervention and mentoring

### How Parents can Support their Child's Attendance at School

This section of the policy provides advice and guidance to parents as to how they can support their children in ensuring excellent attendance at school.

Excellent attendance at school is the part of their child's education that parents have the most impact upon. This is why Parental Responsibility Measures are clear that it is a parent's responsibility to ensure their child attends school regularly. Section 444 of the 1996 Education Act also states that:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence".

The following are some ways in which parents can support their child's attendance:

- Be aware of their legal responsibilities in ensuring their child attends school regularly
- Ensure that their child arrives to school punctually every day
- Reinforce to their children the importance of education and how attending regularly leads to higher achievement

- Contact school in a timely manner (before 8am) in the event that their child is going to be absent that day
- Ensure that any medical appointments are booked outside of school hours wherever possible • Ensure that any leave of absence request is only made in the most exceptional of circumstances
- Support their child's attendance (and therefore achievement) by not taking holidays during term time
- Notify school immediately if there are any changes to details of named contacts for their child • Work in partnership with school staff when there are concerns about their child's attendance
- Support the school with any consequences that are implemented as a result of their child truanting or being late to school or lessons

### **Daily Attendance Routines**

This section of the policy outlines how the school day operates in practice.

The timings of the school day are outlined below:

Period	Time
Arrive in school no later than 08.25am.	
Period 1	08:30 – 09:30
Period 2	09:35 – 10:35
Break	10:35 – 10:50
Period 3	10:50 – 11:50
Period 4	11:55 – 12:55
Lunch 1 / Form time	12:55 – 13:25
Lunch 2 / Form time	13:25 – 13:55
Period 5	13:55 – 14:55

Immanuel College is open to students from 8:10am and they will be welcomed by staff on the gate and door to support them in being prepared for the day. Please note that due to safeguarding reasons, when students enter the school grounds, they will not be permitted to leave the school site.

Before the day begins, students will be supervised in the outdoor spaces & canteen. Other areas of school will be out of bounds during this time as they are not supervised.

We expect all students to be on school site by 8:25am at the latest so that they have time to organise themselves and get to their first class punctually. This will enable their school day to begin in a calm and positive manner rather than having to rush.

The school day begins with period 1 lesson, where the official morning register is taken at 8:30am so it is vital that all students are punctual.

Form Tutors are a key member of staff for every student and parents, as they may be the only member of staff who sees the student every day. Form Time is a key part of the day as the following occur during this time:

Key information and messages are communicated to pupils through the daily bulletin.

- Pupils are supported with addressing any uniform or equipment issues.
- Planners are checked and monitored for communication between home and school.
- The achievements of pupils linked to the school values are celebrated. The Form Tutor will also provide advice and guidance to pupils who have not demonstrated these values so that they can improve.
- Topics linked to the Personal, Social, Health and Economic curriculum are taught, helping pupils to learn about issues such as how to manage their mental health, drugs/alcohol and relationships.

- Each year group has an assembly/collective worship one day per week during this time presented by senior leaders, other staff members and pupil working groups depending on the theme.

The official morning register closes at 10.50am. Students arriving between 8:30am and 10.15am will be given a late register code (the 'L' mark). This does count as a present mark towards their attendance as they have arrived before the official closing time of the morning register.

Where a student arrives after 10.50am, they will be given an unauthorised late register code (the 'U' mark). This counts as an absence mark towards their attendance as they have arrived after the official closing time of the morning register.

Students who are regularly late to school can expect to receive a consequence in line with the school behaviour expectations. If students need support with their punctuality, we encourage them or their parents to get in contact with an appropriate member of staff in school (see Key Staff section).

The official afternoon register is taken during form time. For 2024-25, this is 12:55 for Y8, Y9, Y10 and Y12, and 13:25 for other year groups. Registers are also taken in every other lesson for safeguarding reasons but it is the official morning register mark and official afternoon register mark which make up a student's attendance percentage.

### **Daily Absence Procedures**

This section of the policy outlines the procedures that parents should follow to report their child absent from school and the systems in place within school to follow this up.

**For safeguarding reasons, it is vital that school and families work in partnership so that we know why each child is absent from school on any given occasion.**

With this in mind, when their child is unable to attend school for whatever reason, parents should inform us at the earliest opportunity, and certainly by 8am, by either:

- Phone call to the Immanuel College absence line (01274 659888). This is manned by the attendance team and has the facility to leave a message if the phone is busy.
- Email to [attendance@immanuel.bdat-academies.org](mailto:attendance@immanuel.bdat-academies.org)

You will need to state:

- the pupil's name
- your relationship to the pupil i.e. parent/carer etc.
- the reason for absence.

Parents/carers are required to call each day a student is absent. **A member of staff is likely to call you back to discuss the absence every day** and ascertain when your child is likely to return to school. If you are not contactable by phone, a **home visit may be made**.

It is important that parents are specific in the reasons that their child is absent from school (e.g., 'vomiting' or 'fever' rather than 'unwell' or 'a bit under the weather') as this enables us to track patterns of absence more effectively with individuals and particular groups of students, therefore enabling more effective support (see section on Monitoring and Tracking of Attendance Data).

This information will be processed by the attendance team so that registers are accurately recorded for the day for any child who is absent from school (see section on Attendance Register Codes for more details).

After the official morning registers have been taken, we will add any late arrivals to these, so we have an accurate picture of which students are present in school.

This will enable us to quickly identify any students who are not in school and whose parents have not informed us of the reason why. From here, the following actions will be taken in order to ascertain a reason why and ensure the safety of the child:

- Text message sent to priority parent/carer contacts on school system requesting a response. We endeavour to send this within an hour of the school day starting aside from in exceptional circumstances which may impact this (e.g., significant travel disruption).
- If no response is received, we will make phone calls to priority contacts on the school system throughout the morning.
- If still no response is received, our Home School Attendance Liaison Officer will conduct home visits challenging pupil absences and reiterating the importance of good attendance.
- Where necessary, we may engage with external agencies such as the Police and Children's Social Care if we are concerned that a child is at risk.
- Where a student is absent from school for three days and no reason has been provided, this will result in a home visit (despite if one has already been conducted on day 1 or 2)
- Where a student is absent from school for ten consecutive days and no reason has been provided, this will result in a referral to Bradford Education Welfare for further support as they could be deemed as a Child Missing in Education according to local authority procedures.

In any cases where a student has been marked present earlier in the day but then does not turn up to a lesson, the teacher will report their absence to the pastoral and attendance team who will attempt to locate the student.

If the student cannot be found, a safeguarding call will be made as a priority to the parents/carers to inform them of the absence (truancy). We do not hold mobile phone numbers for students, so parents are best placed to contact them.

If parents/carers cannot be contacted, staff will attempt to contact other emergency contacts held on the school system to inform them and request their support. If this is unsuccessful, a risk assessment will be undertaken, and the Police may be informed.

Students are not allowed to leave the school site during the day. On the rare occasions when this may be necessary (e.g., they have become severely unwell at school or have an emergency appointment), the following will apply:

- Students are only allowed to leave the site with parental/carers knowledge and written permission.
- Where a student is unwell or there are potential safeguarding concerns, students will not be allowed to leave unless accompanied by an adult.
- Students are not allowed to leave the premises without prior permission from school. If a student does this, they will be regarded as truanting from school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time. Only urgent appointments should be attended during the school day and students should return to school after them.
- Students must be signed out at reception on leaving school and signed back in on their return.
- Where a student is being collected from school, parents should report to reception before the student is permitted to leave the site.

These measures are taken in order to promote the safety and welfare of our pupils. It is vital that we have at least two contacts on the school system for every pupil so that we are able to do this effectively. Please email [office@immanuel.bdat-academies.org](mailto:office@immanuel.bdat-academies.org) if you would like to add any additional contacts for your child.

We appreciate the support of parents in informing us in a timely manner of any absences of their children so that we can ensure that all of our students are safe.

### **Leave of Absence Requests**

This section of the policy details the procedure in relation to leave of absence requests which will only be authorised in the most exceptional of circumstances.

The Immanuel College term times and school holiday dates are published in advance and are published on the academy website in the 'Parent/Carer – School Day and Term Dates' section.

Training days are published as soon as we have agreed them but may be subject to change. Any changes will be communicated to parents at the earliest opportunity.

From 1 September 2013, a change to government laws means that schools are no longer allowed to authorise requests for pupils to be taken out of school for a holiday during term time. In line with the government's amendments to the 2006 regulations, holidays during term time will NOT be authorised. Only exceptional circumstances warrant an authorised leave of absence from school. Some examples may include compassionate leave, a religious observance or sporting/musical competitions.

Parents/carers should make any such request at least three weeks in advance and in writing by completing the form in Appendix One and returning to the main school office.

All requests are considered individually, taking into account the circumstances of the request. Other factors will be taken into account including:

- The time of year the pupil will be absent (e.g. a Year 11 pupil missing a GCSE examination, or the preparation time leading up to mock/final exams, would be extremely detrimental to them)
- The previous attendance record of the pupil
- The number of previous requests for leave of absence

Parents will be notified of a decision either by telephone or email. Where a parental request has been refused, and parents continue to take their child out of school, this absence will be recorded as unauthorised.

We reserve the right to apply to the Local Authority to issue a Penalty Notice Fine under Section 444 of the Education Act 1996 where a child has ten or more sessions of unauthorised absence during a term.

Please note that from April 2023, in order to tackle unauthorised leave, Bradford Local Authority may consider legal action through the magistrate's court rather than issuing a penalty notice. This is because Bradford has double the rate of absences due to unauthorised leave when compared to the national average. Further information can be found here: <https://bso.bradford.gov.uk/content/education-safeguarding/attendance/penalty-notices>

### **Attendance Register Codes**

This section of the policy outlines some of the common attendance codes that are used on the register. This is not an exhaustive list and further information can be found in the 'DfE Working together to improve school attendance' guidance which is linked in the 'Links with Guidance and Other Policies' section.

The attendance register is a compulsory legal document which must be accurately maintained by schools using these attendance codes.

### **Present Codes**

These are used when a student is present in school or is at an approved off-site educational activity and they count positively towards their attendance. They include:

- / = Morning present mark
- \ = Afternoon present mark
- L = Arrived late but before register closed
- B = Present at an approved off-site educational activity (e.g., at alternative provision)
- J1 = Attending an interview (e.g., a Y11 student at a Post-16 college)
- P = Approved sporting activity (e.g., a student who plays for the academy of a professional football club)
- V = Educational visit (e.g., where students are out on a school trip)
- W = Work experience (e.g., where a Y10/11 student is accessing an approved work experience placement)

### **Authorised Absence Codes**

These are used when a student is absent from school, but we have authorised the absence. These marks count negatively against a student's attendance but do not count against parents when considerations are made around any legal proceedings. They include:

- I = Absent due to illness
- M = Absent due to medical appointment (please try to make these outside of school hours wherever possible)
- C = Leave of absence for exceptional circumstances (e.g., to attend a funeral)
- C2 = Leave of absence for a student with a part-time timetable
- E = Absent due to being issued with a suspension from school
- R = Absent due to religious observance
- Y = Unable to attend because of an unavoidable cause (e.g., widespread travel disruption or the school site being unexpectedly closed)

### **Unauthorised Absence Codes**

These are used when a student is absent from school, but we have not authorised the absence. These marks count negatively against a student's attendance and may inform any legal proceedings against parents (see section on Legal Proceedings for more details). They include:

- N = Absent without a reason being provided. As detailed above, we will make all efforts to contact parents to find out why their child is absent. If we are unable to do so, 'N' marks will be changed to 'O' marks (see below) after five working days.
- O = Absent from school without authorisation. Some examples that would fall into this category include:
  - No reason being provided for an absence
  - The child is refusing to come to school
  - Truancy
  - Oversleeping/missing the bus
  - School uniform not clean
  - Birthday treats
  - Looking after younger siblings
- G = Absent due to holiday in term time
- U = Arrival after the closing time of the official morning register.

### **Monitoring and Tracking of Attendance Data**

This section of the policy details how we track, monitor, share and analyse attendance data for individual students and cohorts of students.

In order for all stakeholders (students, parents, staff, governors and external agencies) to work in partnership to ensure excellent attendance for students at Immanuel College, it is important that we track the attendance of students and share this information.

This will be done by the following means:

- Individual student attendance data will be shared on a weekly basis with Form Tutors who will then share it with their class.
- Students will record their attendance on a weekly basis in their student planners so parents can monitor this at home.
- Students' attendance will be displayed on form tutor display boards.
- Parents will also be informed about attendance in relation to their child individually and the school more widely through newsletters, social media, academic progress reports, text message, email and letter.
- Attendance data will be used for form tutor attendance challenges on a weekly basis and shared with students.
- Attendance data of different cohorts will be shared with the Senior Leadership Team on a weekly basis. Examples of cohorts include year groups, boys and girls, students with Special Educational Needs or Disabilities and students eligible for free school meals. This will then enable leaders to plan specific intervention to support any cohorts whose attendance is below expected.
- Attendance data of different cohorts will also be shared with the whole staff on a weekly basis in briefings so that teachers are aware of which students may need extra support.
- Attendance data will be shared with Governors on a half-termly basis so they can fulfil their responsibilities in supporting and challenging senior leaders in relation to the attendance strategy and the impact it is having.
- Attendance data will be shared with the Local Authority School Attendance Support Team on a termly basis. They will then provide support, advice, and guidance to school on how to make further improvements.
- We will consider local, regional, and national data to help give us context as to the attendance of students at Immanuel College.
- Where attendance interventions are implemented with students to help them improve their school attendance, we will use data to monitor the impact and assess the efficacy of the intervention.

This list may not be exhaustive, but it is intended to ensure that attendance remains at the forefront of everyone's minds so that we can work together in partnership to secure excellent attendance for all students.

### **Whole School Attendance Strategy**

This section of the policy outlines the overall strategy in relation to supporting students to maintain excellent school attendance.

Our strategy is based on a tier model in line with best practice as recommended by the Department for Education, with the level of support dependent upon the level of attendance of the student.

Students whose attendance is below 90% are regarded as 'Persistently Absent Students' by the government and students whose attendance is below 50% are regarded as 'Severely Absent Students'.

The below framework shows the different tiers of the attendance model and the range of support/intervention that may be implemented for students within these tiers.

Attendance Tier	Impact on Student
<u>Tier 1</u> 100%	Pupils in Tier 1 do not miss any days of school per year, and they access all learning opportunities available to them. They have the strongest chance of fulfilling their potential. At our school, students in this attendance tier typically achieve almost a grade above their expected grades at GCSE.
<u>Tier 2</u> 97-99%	Pupils in Tier 2 miss up to 7 days of school per year which is up to 35 hours of learning. They access the majority of learning opportunities available to them and have a strong chance of fulfilling their potential. At our school, students in this attendance tier typically achieve almost a grade above their expected grades at GCSE
<u>Tier 3</u> 95%-97%	Pupils in Tier 3 miss up to 10 days of school per year which is around 50 hours of learning. They are at risk of underachievement as a result. At our school, students in this attendance tier typically achieve approximately 1/3 of a grade above their expected grades at GCSE.
<u>Tier 4</u> 90%-95%	Pupils in Tier 4 miss up to 19 days of school per year. This is approximately 95 hours of learning. They are deemed to be pupils who are at risk of persistent absenteeism and are at high risk of underachievement. At our school, students in this tier are likely to be supported through a range of incentives and internal mentoring. At Immanuel College, students in this attendance tier typically achieve in line with their expected grades at GCSE.
<u>Tier 5</u> 88%-90%	Pupils in Tier 5 miss up to 23 days of school per year. This is approximately 110 hours of learning. They are classed as Persistently Absent pupils by the government and are at severe risk of underachievement. At our school, students in this tier are likely to be supported through a range of incentives and internal mentoring. They may also be referred to the Education Safeguarding Team who will further support improvements to attendance. At Immanuel College, students in this attendance tier typically achieve more than a grade below their expected grades at GCSE.
<u>Tier 6</u> Below 50-88%	Pupils in Tier 6 miss between 23 and 95 days of school per year. This is between one and three entire half-terms or 115-475 hours of learning. They are classed as Persistently Absent pupils by the government and are at extreme risk of underachievement. At our school, students in this tier will be supported through a range of incentives and internal mentoring. They will also be referred to the Education Safeguarding Team who will further support improvements to attendance. At Immanuel College, students in this attendance tier typically achieve more than a grade below their expected grade at GCSE.
<u>Tier 7</u> <u>Below 50%</u>	Pupils in Tier 7 miss over 95 days of school per year. This is over 475 hours of learning. They are deemed to be Severely Absent pupils by the government and are at critical risk of underachievement. At Immanuel College, students in this tier will be referred to the Education Safeguarding Team who will work to support improvements to attendance. At Immanuel College, students in this attendance tier typically achieve 3 or more grades less than their target grades at GCSE.

In order to motivate and support pupils to maintain excellent attendance or improve their attendance, we will utilise a range of strategies which may include, but aren't limited to:

- Access to rewards in line with the behaviour policy
- Positive communication home
- Mentoring
- Communication home so parents are aware of concerns and need to improve
- Student and/or parental meetings with key staff
- Attendance panel meeting with Governors
- Referrals to external agencies (e.g. CAMHS, Education Welfare and Children's Social Care)

In addition to the whole school attendance strategy, we have a responsibility to abide by the guidance of the Local Authority Attendance Team. Therefore, Immanuel's attendance policy works in conjunction with the attendance procedures outlined by Bradford Local Authority (see appendix 2 & 3).

### **Rewards and Incentives**

This section of the policy outlines the ways that excellent attendance is promoted and incentivised at Immanuel College.

In order to support students to maintain excellent attendance and encourage them to improve their attendance, it is important that there is a high profile and positive culture around school with rewards and incentives available to them. This will be achieved by:

- Positive attendance messages being shared in collective worship/assemblies on a weekly basis with individuals, form groups and cohorts who have improved being celebrated
- Positive attendance messages being displayed throughout the school and in classrooms
- Positive attendance messages being shared on social media, newsletters and other external communications
- Attendance competitions between individuals, forms and other cohorts with rewards/privileges for the winners
- Recognition for students who maintain excellent attendance or make sustained improvement to their attendance through achievement points, positive communication home, certificates and other rewards
- Access to end of term celebration events contingent on maintaining excellent attendance or demonstrating significant sustained improvement
- Promotion of excellent attendance at parent information and transition evenings

### **Punctuality**

This section of the policy outlines the expectations of students in relation to their punctuality to school and throughout the school day.

Good punctuality on a morning and to each lesson is crucial. Lateness to a lesson causes disruption to that individual's learning and to that of the other students in the class as it leaves teachers having to repeat instructions and breaks the flow of a lesson. It is, therefore, a collective responsibility of all students to ensure they are punctual throughout the day.

We expect all students to be on school site by 8:25am at the latest so that they have time to organise themselves and get to class by 8:30am when the school day begins, and the morning register is taken. This will enable their school day to begin in a calm and positive manner rather than having to rush.

We then expect all students to arrive punctually to all their lessons. Whilst we appreciate that it takes time to move around the school building (consideration will be given to this), it is not acceptable for students to arrive late for lessons after social times or significantly after the rest of their classmates. As detailed above, this has a negative impact on learning and is not fair on the other students in the class.

Students who are persistently late will be sanctioned through the detention system. This sanction will be in line with the school behaviour policy.

### **Students with Medical Conditions (mental or physical ill health), SEND and Social Workers**

This section of the policy outlines the considerations that will be made for students with medical needs (including mental or physical ill health), Special Educational Needs or Disabilities and other vulnerabilities.

At Immanuel College we hold the same level of aspiration and high expectations for all our students. The right to an education is the same for every student, regardless of their need, therefore the attendance ambition should also be the same. We recognise, however, that some students may have additional needs or vulnerabilities that impact upon their attendance at school.

For example, some students may have diagnosed medical conditions which require them to attend regular hospital appointments during school hours, or complex situations at home with which Children's Social Care are supporting.

In these circumstances, we will work together with families and other professionals involved to ensure that any necessary reasonable adjustments to this policy are made. This could include referral to the Bradford Medical Needs and Hospital Education Service who are the local authority team responsible for providing education to children who are unable to attend school due to medical needs.

### **In-Year Admissions**

This section of the policy outlines some measures that are implemented for pupils who join Immanuel College outside of the normal round of admissions (i.e. other than when they move up from Primary School into Year 7).

All our attendance data from the past few years indicates that collectively students who join Immanuel College on in-year transfers have attendance rates significantly below the minimum of expectation of 97%. In fact, the average is approximately 75% which we know equates to around 235 hours of learning lost per academic year.

It is, therefore, our policy not to authorise any absence of pupils who join on in-year admissions during the first six months of their time at Immanuel College, unless supporting evidence is provided (e.g., a doctor's note or appointment card).

### **Formalising Support**

This section of the policy outlines the more intense and formal support that will be implemented when more informal measures have been exhausted without success.

We will work with local authorities and other local partners in a joint fashion to share data on individual cases where it is of benefit to the student (e.g., health services where there are medical conditions or the police where there are extra-familial harms).

We will have termly targeted support meetings with the local authority to collaborate on the support that is needed for persistently and severely absent students. We will also share information from our registers with the local authority in order to facilitate timely collaborative working.

In their 2022 report, 'Securing Good Attendance and Tackling Persistent Absence', Ofsted advise schools to take an approach where they, 'listen, understand, empathise and support – but do not tolerate'.

This means that where a student's attendance is an ongoing concern, we will work with families and make referrals to external agencies in order to secure support in removing barriers to attendance and establishing strong attendance routines. These include:

- Attendance Contracts – a voluntary agreement between parents and governors
- Penalty Notices – a fine issued by the local authority where a student has repeated unauthorised absence
- Education Supervision Order – where a court mandates the local authority to supervise a child's education for a period of time
- Parenting Order – where a court places a mandatory order on parents to attend guidance sessions and improve their child's attendance at school

- Attendance prosecution – where a court prosecutes a parent who has failed to ensure their child attends school regularly under the Education Act 1996

When implementing more formal support, we will follow the staged intervention approach which is recommended by Bradford Local Authority. Further details of this can be found here: <https://bso.bradford.gov.uk/content/education-safeguarding/attendance/poor-attendance-interventions>

These formal mechanisms are a last resort once more informal support has been exhausted, however, we feel it is important to be transparent in stating that we will not shy away from using them where necessary in order to help every student access their education.

### **Links with Guidance and Other Policies**

The Immanuel College Attendance Policy has due regard to the related statutory legislation on areas including:

- [DfE Working together to improve school attendance](#)
- [DfE Summary of responsibilities for school attendance](#)
- [Parental Responsibility Measures](#)
- [Children Missing Education](#)
- [Supporting Students with Medical Conditions at School](#)
- [Suspensions and Exclusions](#)
- [Alternative Provision](#)
- [Safeguarding](#)
- [The Education Act 1996](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#)
- [The SEND Code of Practice](#)
- [The European Convention on Human Rights \(ECHR\)](#)
- [The Equality Act 2010](#)
- [The UN Convention on the Rights of the Child](#)

This policy should also be read in line with the following Immanuel College policies:

- Safeguarding
- Exclusion and Suspensions
- Behaviour
- Education of children with medical needs who are unable to attend school
- Accessibility Policy and Plan

**Appendix One: Leave of Absence Request Form**

**APPLICATION FOR LEAVE OF ABSENCE FROM IMMANUEL COLLEGE**

Date of Request .....

Students attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Bradford Council expects all parents/carers to ensure that their children attend school regularly. Absences due to holidays, taken during term time can seriously impact on a student's academic attainment. Bradford Council's policy is to only grant leave of absence in the most exceptional circumstances. If permission is given for Leave of Absence the Headteacher will determine the number of days of absence.

**Taking 'Leave of Absence' without the schools permission could result in you being issued with a Penalty Notice fine of £60. Penalty Notices are issued, per parent per child. Where permission has been given for 'Leave of Absence', if you fail to return your child within 10 schools days of the agreed return date, your child may be removed from the school roll.**

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure.

Thank you.

**PARENT SECTION**

Surname of child		First name	
Date of birth		Class	
Surname of parent/carer		First name of parent/carer	
Address of child			
Postcode		Telephone number	
Reason for absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford district		Emergency telephone contact abroad	
Parent's/carer's signature			Date

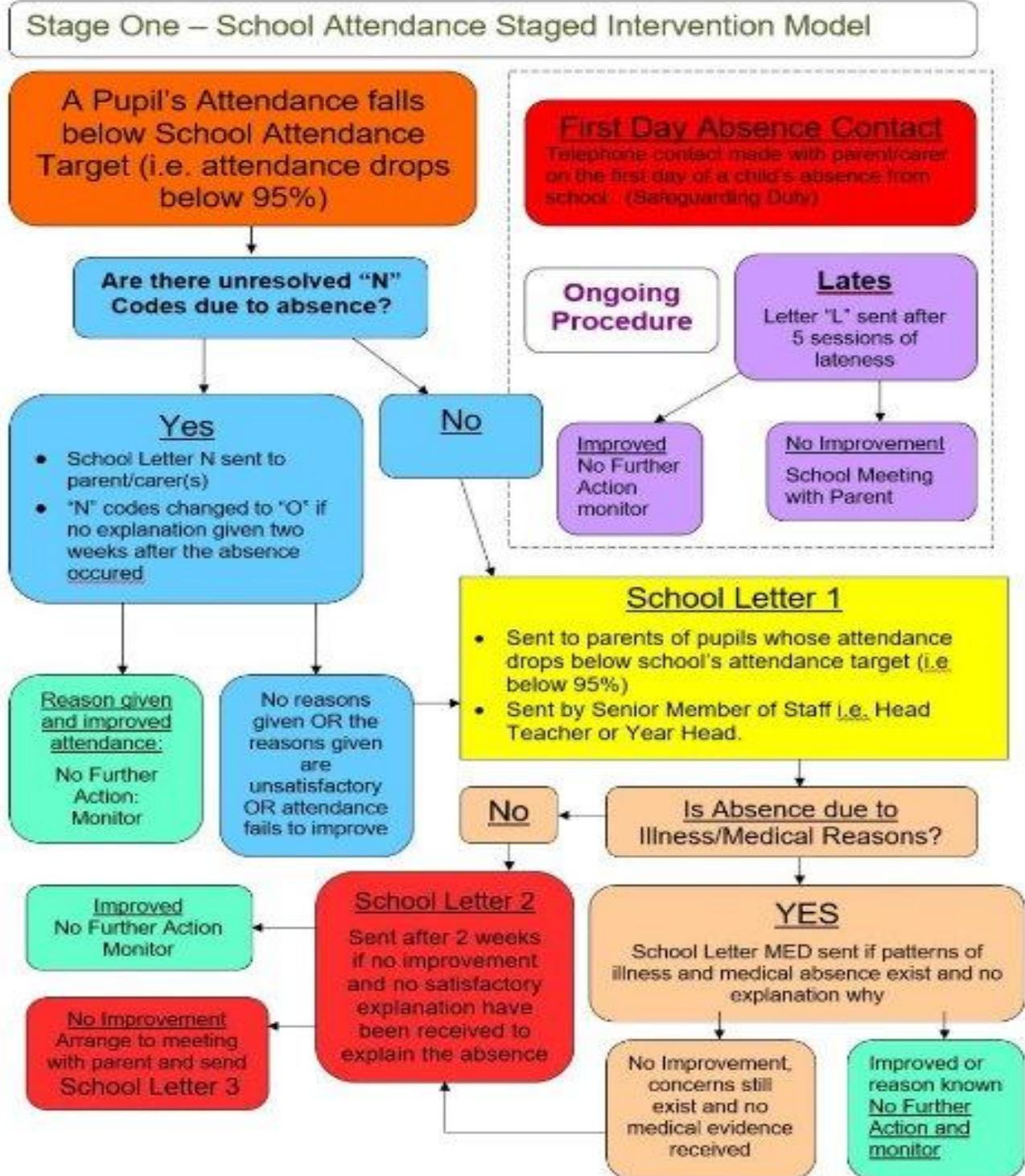
**SCHOOL SECTION**

Date of meeting with parent/s		Headteacher's signature		Date
Leave of Absence	Approved for		School days	
Not approved for			School days	
Reason for refusing Leave of Absence				

**Please Retain for School Records**

**In the event of the child not returning within 10 school days of the agreed return date and no satisfactory explanation has been provided for the non-return the child can be removed from the school register. A Children Missing Education referral should be made to the Education Social Work Service who will require a copy of this form. For further information please see Bradford Council Leave of Absence, Holidays in Term Time, and Extended Leave of Absence – Guidance for Schools or Children Missing Education 'If A Child Goes Missing'.**

**Appendix Two: Bradford Local Authority Attendance Guidance (Stage 1)**



### Appendix Three: Bradford Local Authority Attendance Guidance (Stage 2)



#### Education Safeguarding Team Stage Two Intervention Process: Schools

