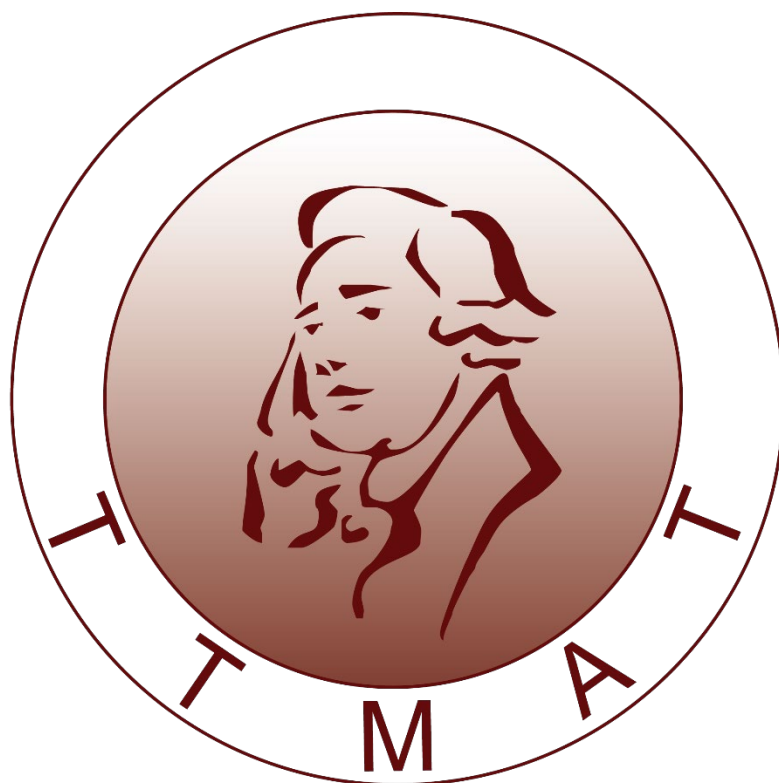


Thomas Telford Multi Academy Trust



Attendance Policy

Prepared by: Sir Kevin Satchwell

Approved by: Trust Board & LGB

Date: 09/07/2024

Signed: Simon Topper

Reviewed Date: October 2025

This policy summarises the expectations required from all Schools/Academies within Thomas Telford Multi Academy Trust (TTMAT) and Thomas Telford School (TTS). Further details are contained in the DfE Statutory Guidance, Working Together to Improve School Attendance published 29 February applicable from 19 August 2024. The Guidance should be read in conjunction with this Policy.

Extract from Statutory Guidance applicable from 19 August 2024

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

The Law and day to day processes

Parents have a legal duty to ensure that their child attends school regularly.

There is a strong link between persistent absence and crime.

The law requires that all schools must have an admission register.

Appropriate national attendance and absence codes must be used.

Schools/Academies should only grant leave of absence under exceptional circumstances.

Lateness should not exceed 30 minutes.

Where possible Schools /Academies should hold more than one emergency contact number.

Statutory returns to the LA and DfE must be complied with.

All schools must have an electronic management information system which can be accessed by the DfE.

As a minimum what leaders, staff, pupils, and parents need to understand:

- It should be made clear to all parties that attendance and punctuality, expectations of pupils and parents, including start and close of the day, register closing times and the processes for requesting leave of absence and informing the school of the reason for an unexpected absence are appropriately followed.
- All Schools/Academies should appoint a Senior Attendance Officer.
- All Schools/ Academies should provide contact details of the school staff who pupils and parents should contact about attendance. It is sensible to have a triage system to facilitate for more detailed support where appropriate for complex cases.
- Day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence should be in place for all schools/Academies.
- How to incentivise good attendance.
- Data to target attendance improvement should be readily available for teachers', leaders, and Governors.
- All School/Academies should provide a strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.
- Details of the National Framework for Penalty Notices and when Notices to Improve, penalty notices or other legal interventions will be sought if support is not appropriate (e.g. for a holiday in term time), not successful, or not engaged with.

TTMAT, TTS and Local Governing Boards

All trusts and governing bodies are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.

Multi-academy trust boards and governing bodies of federations are also expected to:

- Share effective practice on attendance management and improvement across schools.
- Monitor attendance patterns.

Local Authority (LA) and Safeguarding Partnerships

The LA and safeguarding partnership have a key role to play regarding attendance.

They are facilitators of wider support. They should provide a minimum support service and be used to support schools. They should have a support team, offer advice, provide family support and if needed take legal action.

It is important that all our schools have a clear understanding of what service the LA can provide and what their expectations are from the schools.

The LA must provide each school with a named point of contact in the School Attendance support team. Each Academy must know the contact details of the named contact.

The LA can apply legal intervention to support schools where appropriate including issuing penalty notices or prosecute.

The LA can provide additional support services and help families which in turn can impact on school attendance.

LAs should communicate with each other when working with cross border pupils.

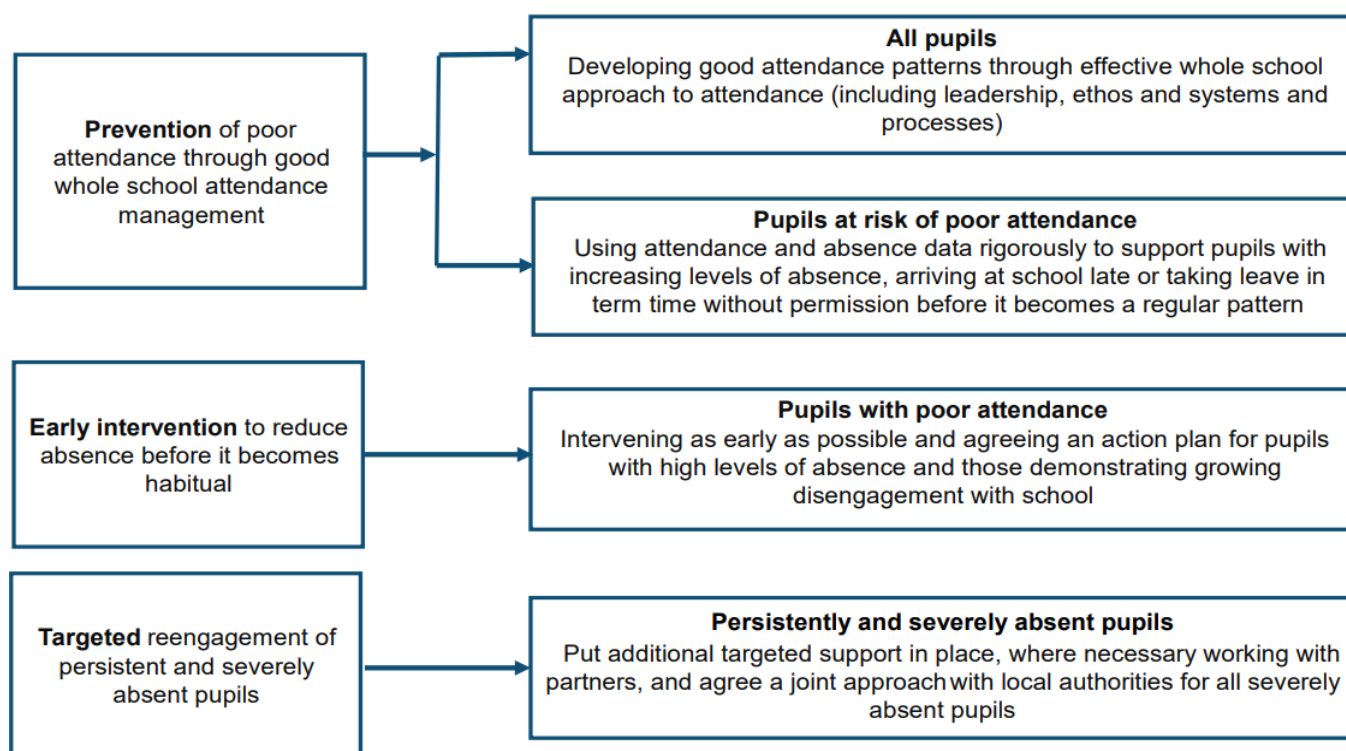
Persistent and severe absence

Targeted support should be in place for pupils who miss 10% or more of school.

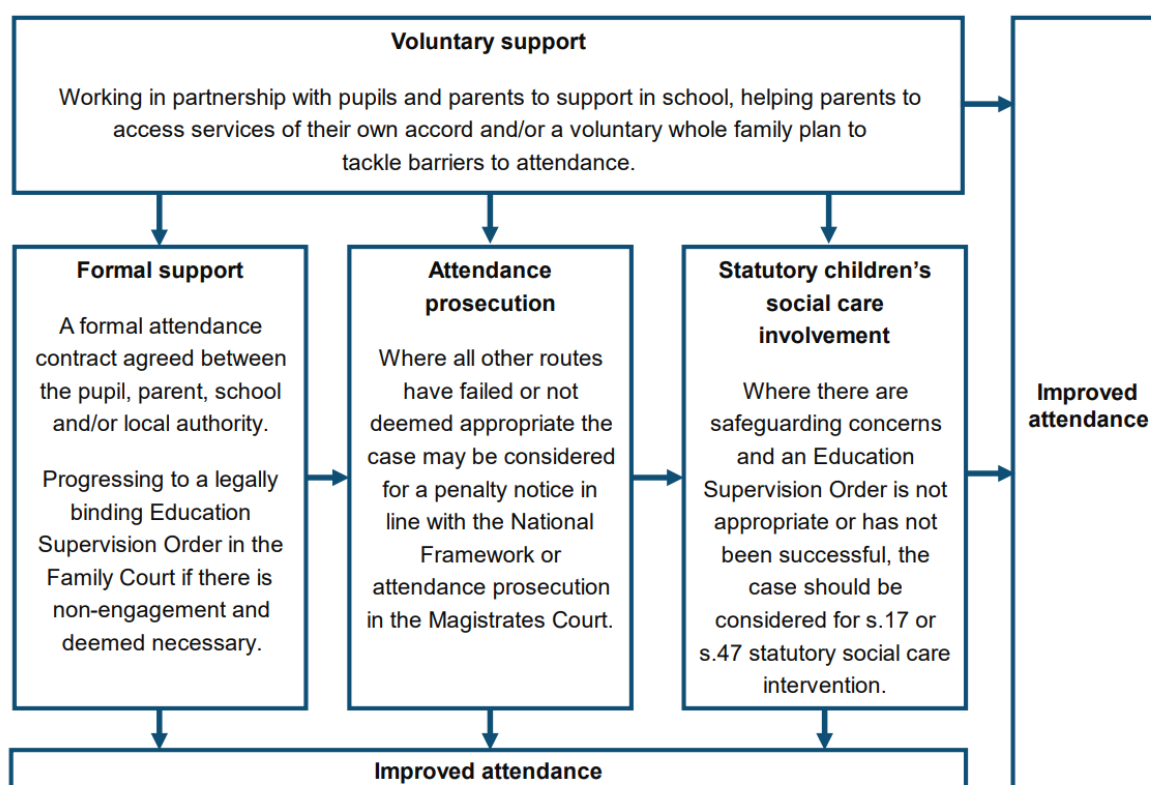
Appropriate services should work together to ensure that those pupils with less than 50% attendance should be given top priority.

Where partners are unable to impact upon severe absences a full social care assessment should be conducted in line with Keeping Children Safe in Education.

Effective school attendance improvement and management



Providing support first before attendance legal intervention



Further details in relation to contracts, Education Supervision Orders (ESO), prosecutions, parenting orders and penalty notices are contained in Statutory Guidance paras 134 to 200.

Headteachers, Safeguarding leads and Senior Attendance officers appointed by Academies should familiarise themselves with legal intervention strategies and ensure that appropriate data is shared regularly with Governors.

Admissions Register

The school admission register must be kept in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. The admission register must be kept electronically.

Deletion of names

Where a school notifies the local authority that a pupil's name is deleted from the admission register, the school must provide the local authority with the following information about the pupil from the admission register:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there.

Off-rolling without following the appropriate procedure, which includes informing the LA must not happen.

All Schools/Academies must follow the updated use of registration codes as follows.

Extract from DfE Statutory Guidance

Code / \: Present at the school / = morning session \ = afternoon session 286. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.

Code L: Late arrival before the register is closed 288. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is marked N but arrives later in the session after the register has closed, the attendance register must be amended to mark them as absent using code U.

Code K: Attending education provision arranged by the local authority 290. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority.

A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. 291. Schools must also record the nature of the provision, examples are: • attending courses at college; • attending unregistered alternative provision such as, home tutoring.

Code V: Attending an educational visit or trip. The pupil is attending a place, other than the school.

Code P: Participating in a sporting activity. The pupil is attending a place for an approved educational activity that is a sporting activity.

Code W: Attending work experience. The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education.

Code B: Attending any other approved educational activity. The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience.

Code D: Dual registered at another school. The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. It is at the discretion of the school to grant leave of absence.

Code M: Leave of absence for the purpose of attending a medical or dental appointment.

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.

Code S: Leave of absence for the purpose of studying for a public examination. Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Code X: Non-compulsory school age pupil not required to attend school.

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. This requires a start and finish date of any agreement and should be short term.

Code C: Leave of absence for exceptional circumstances. All schools are able to grant a leave of absence at their discretion. A leave of absence must not be granted unless there are exceptional circumstances.

Code T: Parent travelling for occupational purposes.

Code R: Religious observance. The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). The school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.

Code I: Illness (not medical or dental appointment). The pupil is unable to attend due to illness (both physical and mental health related).

Code E: Suspended or permanently excluded and no alternative provision made. The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. When a pupil of compulsory

school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where alternative provision is made for the session in question and the pupil is attending it, schools should record this using the appropriate attendance code, or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).

Code Q: Unable to attend the school because of a lack of access arrangements.

Code Y1: Unable to attend due to transport normally provided not being available.

Code Y2: Unable to attend due to widespread disruption to travel.

Code Y3: Unable to attend due to part of the school premises being closed.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention.

Code Y6: Unable to attend in accordance with public health guidance.

Code Y7: Unable to attend because of any other unavoidable cause. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question.

Code G: Holiday not granted by the school.

Code N: Reason for absence not yet established 393. Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence.

If a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to **Code O.** 395. This code is classified for statistical purposes as unauthorised absence.

Code O: Absent in other or unknown circumstances.

Code U: Arrived in school after registration closed.

Code Z: Prospective pupil not on admission register. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

Code #: Planned whole school closure.

Other relevant legislation and guidance

[The Education Acts 1996 and 2002](#)

[The Children Act 1989](#) [The Crime and Disorder Act 1998](#)

[The Anti-Social Behaviour Act 2003](#)

[The Education and Inspections Act 2006](#)

[The Sentencing Act 2020](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

[The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)

[The Education \(Penalty Notices\) \(England\) Regulations 2007](#), as amended [The Education \(Information about Individual Pupils\) \(England\) Regulations 2013](#)

[The Children and Young Persons Acts 1933 and 1963](#)

[The Equality Act 2010](#)

Relevant government guidance

[Children missing education](#)

[Keeping children safe in education and Working together to safeguard children Special educational needs and disability code of practice: 0 to 25 years](#)

[Elective home education](#)

[Alternative provision: statutory guidance for local authorities](#)

[Exclusion from maintained schools, academies and pupil referral units in England](#)

[Supporting pupils at school with medical conditions](#)

[Arranging education for children who cannot attend school because of health needs](#)

[Promoting and supporting mental health and wellbeing in schools and colleges](#)

[Preventing and tackling bullying](#)

[Providing remote education](#)

Walsall Academy Appendices

Appendix A – Managing Student Absence and Lateness at Walsall Academy

Appendix B – Walsall Academy Leave of Absence Form

Appendix C – Managing Poor Attendance at Walsall Academy including Penalty Notices and Legal Intervention

Appendix D – Strategies to Improve Attendance at Walsall Academy

Appendix E – Managing Deletions from the School Roll at Walsall Academy

Appendix F – Parent/Carer Request for Removal from the School Roll at Walsall Academy

Appendix G – Deletion from Admission Register Procedure and Checklist at Walsall Academy

Appendix A: Managing Student Absence and Lateness at Walsall Academy

Students are required to arrive at 08.15am ready for an 8.30am start to learning. Students who arrive after 8.30am **to their lesson** will be considered late. A student can only be classed as late if they arrive to lesson within 30 minutes of their lesson starting. After this time, ***the new statutory guidelines are***, the child is marked with a U code. This code indicates the child has arrived to school after the register has closed. This level of lateness must now be classed as an Unauthorised Absence.

It is the responsibility of the parent to inform the Academy of the reason of a child's absence before 8.30am on each day via telephone or email.

If a child is absent and no reason has been provided, we will contact the parent or carer by text message on the first day of absence. Depending on the student's current attendance, it may also be appropriate for a dedicated member of staff (not always from the attendance team) to make direct contact with the parent or carer on the same day.

Even when an absence is reported, we may still decide that a same-day telephone call is necessary to offer timely support, reinforce the importance of regular attendance, and help prevent patterns of persistent absence from developing.

If we are concerned about a child's welfare, or if a child has not been seen for a period of time, a home visit will be carried out to fulfil important safeguarding responsibilities.

Walsall Academy does not authorise holidays during term time other than in exceptional circumstances. A significant amount of time off school does impact the academic progress of students. Any financial savings you acquire by taking a holiday in school time is at the expense of your child's education. All parents who take their child on holiday during term time are at risk of being fined upon their child's return to school.

In exceptional circumstances the Academy will authorise time off during term time for students. If parents wish to request a leave of absence during term time they will need to complete a **Leave of Absence Form** which is accessible via Student Resources (**Appendix B**).

Appendix B: Walsall Academy Leave of Absence Form



Walsall Academy

Parent Application for Student Leave of Absence

This form must be given to the Personal Tutor at least four weeks before the requested leave of absence

Regular and full attendance is essential if students are to benefit fully from the education offered to them at Walsall Academy. Parent/carers must ensure that all possible steps are taken to avoid students being absent from School for family holidays.

If, after serious consideration, you wish to apply for your child to be absent from School, please complete and sign the form below.

Name of Student		Year Group	Personal Tutor
Parent/Carer Name			
Address			
Date of leave requested:	Date from:	To:	
	Total school days requested:		
Please state the circumstance why you feel your child should be granted leave from school during the academic term: 			
Parent/ Carer Signature			Date

To be completed by SLT (lead for Attendance)

Application decision and comment:			
Signature (include initials)		Date	
Office Use Only			
Admin Office		PM Advised	
Letter Sent			

Appendix C: Managing Poor Attendance at Walsall Academy including Details Penalty Notices and Legal Intervention

Parents are expected to contact Personal Tutors as soon as possible to resolve any issues their child may be experiencing which is preventing them from attending school regularly. This is nearly always successful. If difficulties cannot be sorted out in this way, the Personal Tutor may refer the child to the Head of Year and then the Deputy Head with responsibility for Attendance. We will try to resolve the situation by agreement but if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, the Academy can refer the Child to the Local Authority who can apply sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the Academy or the Local Education Authority.

All Penalty Notices are referred by Walsall Academy to the Local Authority. It is the Local Authority who issues the Penalty Notices and therefore all appeals must be directed to the Local Authority.

All unauthorised holidays taken in the academic year will be reviewed by the Deputy Head with responsibility for Attendance and, if necessary, referred to the Local Authority who will decide whether to issue a Fixed Penalty Notice.

The government states that a student whose attendance is less than 90% is considered Persistently Absent from education (PA). Students who fall in this category are historically those who underachieve at GCSE. Below are the steps Walsall Academy will take to ensure your child reaches their potential and makes progress in their learning.

Scenario	Action from the school
When a child's attendance reaches Stage 1 (below 96%)	A written communication will be sent to the parents/carers. The Personal Tutor/Attendance Team will contact home to invite parent/carers in to discuss decline in attendance and provide support. (Sample letter 1 overleaf)
When a child's attendance reaches Stage 2 (below 93%)	A written communication will be sent to the parents/carers. The Head of Year/Attendance Team will contact home to invite parent/carers in to discuss decline in attendance and provide support. (Sample letter 2 overleaf)
When a child's attendance reaches Stage 3 (below 90%)	A written communication to the parents/carers will be sent highlighting that the child is now categorised as a Persistently Absent student. A meeting with the Educational Attendance Officer (EAO)/ Attendance Team will be arranged. The meeting will confirm the agreed support and actions from school and home. (Sample letter 3 overleaf)
Four weeks after the arranged meeting with the Education Attendance Officer	During this four week monitoring period the attendance of the child will be reviewed. If the attendance has not improved significantly then the child will be referred to the Local Authority for Legal Intervention. (Sample letter 4 overleaf)

Sample 1

Dear Parent/Carer

I am writing with regards to [Student Forename]'s attendance. The Academy's expectation is that all students have a minimum of 96% attendance. It has come to my attention that [Student Forename]'s current attendance is [Percentage]%.

Present [Present Percentage]%

Authorised Absence %

Unauthorised Absence %

This level of attendance is of some concern, and we hope to work together with you to ensure [Student Forename]'s attendance does not decline further. I'd like to remind you that it is your responsibility as parent/carer to ensure [Student Forename] attends school and to report any absences to the attendance team by 8:30am each day.

Email: attendance@walsallacademy.com

Tel: 01922 493910

I will be asking [Student Forenames] Personal Tutor to contact you to arrange a meeting to discuss any barriers to attendance.

Excellent attendance is vital in supporting students to make strong academic progress, which is an important quality sought by employers and higher education establishments.

Thank you for your support.

Yours sincerely

Mr Winslow
Attendance Manager
Walsall Academy

Sample 2

Dear Parent/Carer

I am writing with regards to [Student Forename]'s attendance. The Academy's expectation is that all students have a minimum of 96% attendance. At the last attendance meeting on [Date] an agreement to improve [Student Forename]'s attendance through set actions was made. Unfortunately, [Student Forename]'s current attendance has declined to [Percentage]%.

Present [Present Percentage]%
Authorised Absence %
Unauthorised Absence %

This level of attendance is concerning, and we must work together to ensure [Student Forename]'s attendance improves significantly. I'd like to remind you that it is your responsibility as parent/carers to ensure [Student Forename] attends school and to report any absences to the attendance team by 8:30am each day.

Email: attendance@walsallacademy.com
Tel: 01922 493910

I would therefore like to ask you to attend a meeting with myself and the Head of Year on [Date] at [Time] in school so we can discuss [Student Forenames]'s decline in attendance further.

Excellent attendance is vital in supporting students to make strong academic progress, which is an important quality sought by employers and higher education establishments.

Thank you for your support.

Yours sincerely

Mr Winslow
Attendance Manager
Walsall Academy

Sample 3

Dear Parent/Carer

I am writing with regards to [Student Forename]'s attendance. The Academy's expectation is that all students have a minimum of 96% attendance. At the last attendance meeting on [Date], a contract and action plan to improve [Student Forename]'s attendance was signed by [Student Forename], yourself and [Staff Present]. Unfortunately [Student Forename]'s attendance has now dropped to [Percentage]%.

Present [Present Percentage]%

Authorised Absence %

Unauthorised Absence %

[Student Forename]'s current attendance places them in the government category of "Persistently Absent". This means they have an absence rate of 10% or more and will have a significant impact on their learning. This level of attendance is of great concern to the Academy, and we will be referring [Student Forename] to the Local Authority. The Education Attendance Officer will arrange a meeting in school to discuss the next steps, which may involve a referral for legal intervention to the Local Authority.

This meeting will be held at Walsall Academy on [Date] at [Time]. This meeting cannot be rearranged as the Education Attendance Officer is scheduled to be at Walsall Academy on This day. We ask that you make arrangements to ensure that you can attend the meeting.

I would like to remind you again that it is your responsibility as parent/carers to ensure [Student Forename] attends school. If [Student Forename] is not going to be in school, we need to be aware of the reason for the absence by 8:30 each day.

Email: attendance@walsallacademy.com

Tel: 01922 493910

Excellent attendance is vital in supporting students to make strong academic progress, which is an important quality sought by employers and higher education establishments.

Thank you for your support.

Yours sincerely

Mr Winslow
Attendance Manager
Walsall Academy

Sample 4

Dear Parent/Carer

I am writing with regards to the four-week monitoring period that was put in place between [Date] and [Date] for [Student Forename]. I regret to inform you that there has not been any improvement in [Student Forename]'s attendance, which is now [Percentage]%.

I would also like to remind you that the Academy's expectation is that all students have a minimum of 96% attendance. During the meeting with the Education Attendance Officer, we discussed the next steps that school will be taking to try and improve [Student Forename]'s attendance.

This course of action is not taken lightly, but the decision has been made to refer [Student Forename] to the local authority for legal intervention.

We will therefore continue to monitor [Student Forename]'s attendance and provide the local authority with the necessary information they need.

It is your responsibility as parent/carer to ensure [Student Forename] attends school. If [Student Forename] is not going to be in school, please report absences to the attendance team by 8:30am daily.

Email: attendance@walsallacademy.com

Tel: 01922 493910

Any absence will need to be supported by evidence of a medical appointment or it will be recorded as unauthorised.

Excellent attendance is vital in supporting students to make strong academic progress, which is an important quality sought by employers and higher education establishments.

Yours sincerely

Mr Topper
Headteacher
Walsall Academy

Appendix D: Strategies to Improve Attendance at Walsall Academy

Time within Academic Year	Key Action
Throughout the year, and daily basis.	Text message alerts are sent to parents/carers if a child is absent and we haven't received a reason.
	Phone calls on the day of any absence by a designated member of staff.
	Year group absences with reasons communicated to Head of Year and SLT link on the day.
	Unauthorised absences are reviewed by Personal Tutors and Attendance Team.
	Stage 1, 2 and meetings take place along with Local Authority Four Week Monitoring Periods to tackle and manage poor attendance.
Throughout the year, and on a weekly basis.	Students' weekly attendance is reviewed by the Attendance and Safeguarding Team and Senior Leadership Team.
	Students with 100% weekly attendance are celebrated and a reward is given to one student in each year group every week.
	Text messages are sent to parents/carers to share important school events for the day or upcoming week and to highlight the importance of regular attendance.
	Attendance is regularly addressed as a standing agenda item during year group assemblies.
First two weeks in September	PTs meet with parents to review the attendance of the previous year and share the graphic indicating the impact of absence on academic performance. (Overleaf)
Autumn Half Term	There is an improving attendance incentive designed to encourage regular attendance. Rewards are distributed amongst the year groups.
After the first 50 days of the academic year.	Parents receive their child's attendance certificate and a targeted letter based on the attendance percentage is sent from the DHT responsible for attendance. In cases where attendance is low parents are encouraged to seek support from the Attendance Team.
End of Autumn Term	There is a second improving attendance incentive designed to encourage regular attendance. Rewards are distributed amongst the year groups.

Spring Half Term	There is an improving attendance incentive designed to encourage regular attendance. Rewards are distributed amongst the year groups.
After the first 100 days of the academic year.	Parents receive their child's attendance certificate and a targeted letter based on the attendance percentage is sent from the DHT responsible for attendance. In cases where attendance is low parents are encouraged to seek support from the Attendance Team.
End of Spring Term	There is an improving attendance incentive designed to encourage regular attendance. Rewards are distributed amongst the year groups.
	Parents receive their child's attendance certificate and a related letter regarding their child's attendance.
Summer Half Term	There is an improving attendance incentive designed to encourage regular attendance. Rewards are distributed amongst the year groups.
End of Summer Term	Students who have secured 100% attendance for the academic year are awarded attendance badges based on the yearly threshold (Purple, Bronze, Silver, Gold, Platinum) to represent the five school year journey. Students also qualify for a rewards trip in the Autumn Term of the following academic year.
	There is an improving attendance incentive designed to encourage regular attendance. Rewards are distributed amongst the year groups.
	Parents receive their child's attendance certificate and a related letter regarding their child's attendance.

Attendance Cone



Attendance Groups	
Green	Expected attendance
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk of underachievement (PA)

Information shared with parents to support high attendance

- Low attendance is linked with an increase in anxiety, depression and mental health issues.
- Do not book holidays in the school term.
- Book appointments outside of school hours.
- If an appointment is during school hours and cannot be avoided, evidence of the appointment is required to sign in and out of reception.
- Tell the school immediately if you move house.
- Speak to your class teacher if you are struggling with lessons.
- Inform your PT immediately if you are struggling to attend school.
- Plan to arrive at school for 8.15. Pack your bag the night before.
- Inform your PT immediately if you are feeling anxious about school due to friendship groups, academic pressure, or any other factor.

Key information shared to parents/carers which children in Key Stage Four

- There is a correlation between attendance and high grades at GCSE.
- Attendance at 92% will impact one GCSE grade dropped.
- Only 35% of students with less than 90% attendance achieve at least a grade 4 in English and Maths.

Appendix E – Managing Deletions from the School Roll at Walsall Academy

This procedure is designed to ensure that students are only removed from the school's roll in accordance with the regulations, and that all appropriate actions are taken.

When a parent requests a removal from the school roll, the school will request that they complete the form ***Parent / Carer Request for Removal from the School Roll (Appendix F)***.

Transfer to Another School

Where the parent has indicated the destination school, confirmation of a start date will be established with the new school. The Academy will then verify with the new school that the student does attend on the expected start date before removing from roll. If a destination school is not provided and the student fails to attend Walsall Academy, the Academy will make a Child Missing Education referral to Walsall Local Authority

Removal for Elective Home Education

In the event of a request for Elective Home Education, the School must receive a de-registration request in writing from the parent or carer with Parental Responsibility. This is then forwarded, along with a completed Pre-EHE form, to the Elective Home Education Officer at Walsall Local Authority. Once the appropriate checks and meetings have been held, the Local Authority will send authorisation that the student can be removed from roll. The removal can then be backdated to the date of submission of the de-registration request.

Distance

Where a student fails to attend and the school has been notified that they no longer ordinarily reside at a place which is a reasonable distance from school, the school can remove from roll due to distance. In the instance the Academy will make a Child Missing Education referral to Walsall Local Authority.

Deletion from Admission Register Procedure and Checklist

When a pupil is removed from the school roll, the school **MUST** complete ***a Deletion from Admission Register Procedure and Checklist (Appendix G)*** (other than at the end of a phase). This includes new intake pupils that have been added to the roll but have never started at the school. A school cannot legally remove compulsory school-age children from roll, even if a parent makes the request in writing, unless one of the circumstances is met as listed (Deletions from Admission Register in The Education (Pupil Registration) (England) Regulations 2006).

The Safeguarding Governor will regularly cross check all off-roll files to check that the appropriate procedures are followed.

Appendix F – Parent/Carer Request for Removal from the School Roll



Parent / Carer Request for Removal from the School Roll

Full Name of Student (s)		
Date(s) of Birth		
Year Group(s)		
Personal Tutor(s)		
Current Home Address		
Contact Number		
Email Address		
Reason for Leaving Walsall Academy Please tick	House Move	
	Moving Abroad	
	Home Education (NB a separate de-registration letter must be submitted)	
	Other (Please give details below)	
Proposed Leaving Date		
New Address		
Name of New School		
Telephone Number		
Start Date		
Please give any other relevant information:		
Name of Parent / Carer		
Signature of Parent / Carer		
Date		

Appendix G – Deletion from Admission Register Procedure and Checklist



Walsall Academy

Deletion from Admission Register¹

Procedure and Checklist

Key Stage 3 and 4

Name of Student:	«First_Name» «Last_Name»		
Date of Birth	«DOB»	Year Group	«Year_Group»

Procedure

- Letter received from parent or notification from new school
- If no notification from parent, contact them and request an email or letter confirming that they are leaving
- Unique Pupil Number (UPN) to be given to new school and start date requested
- New school to be contacted on the date that the student should have started and CTF sent to new school via S2S
- Letter from parent and completed checklist below given to MLS to be checked
- Checklist to be signed off by SLR, Headteacher
- Student to be removed from roll

Checklist

1	Parent Confirmation Received	Signed:	Date:
2	Name of new school		DfE number:
3	UPN	No. «UPN»	
4	UPN Requested by new school	Signed:	Date:
5	Date due to start at new school	Signed:	Date:
6	Start confirmed by new school	Signed:	Date:
7	CTF sent to new school	Signed:	Date:
8	Checklist complete – RAS check	Signed:	Date:

Removal Ground – tick as appropriate

b) Registered at another school	c) Was Dual, now single at another school	d) Education other than at School (EHE)	
e) Distance	m) Permanent Exclusion		
Other, please state reason			

Authorisation for student to be taken off roll (SST- Headteacher):

Signed Date

Student taken off roll by: Date

Governor Check Signature..... Date.....

¹ The Education (Pupil Registration)(England) Regulations 2006: Regulation 8 (a to n)