



ATTENDANCE POLICY

DRAFTED BY	I Brailsford
DATE OF APPROVAL BY FULL GOVERNING BODY	November 2022
REVIEW DATE	September 2023
RESPONSIBLE FOR DAY TO DAY MANAGEMENT	E. Thomas I Brailsford L. Holloway
RESPONSIBLE FOR REVIEW	I Brailsford

UNITED ENDEAVOUR TRUST
EQUALITY CHECKED

This policy/procedure seeks to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relationships between groups
- Meet requirements under the Equality Duty
- Set Equality objectives which are specific and measurable



1. Principles

For a child to reach their full educational achievement a high level of school attendance is essential. We will endeavour to reduce the disruption to children's learning through unnecessary absence and will work with families towards avoiding lateness or avoidable time off from school. We believe promoting excellent attendance is the responsibility of the whole school community.

2. Aims and Objectives

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons. We expect every pupil to attend every session unless there is a legitimate reason for absence.

Aims and Objectives

~~To ensure all students take full advantage of opportunities for learning in school~~

~~To ensure the well-being and safety of children of the United Endeavour Trust~~

~~To set school targets for attendance~~

~~To monitor student absence and the reasons~~

Intentions

~~To actively promote and encourage 100% attendance for all pupils~~

~~To celebrate at the end of every term 100% attendance in individual pupils~~

~~To monitor regular or extended absence and take steps to resolve this~~

~~To work with EWO (Educational Welfare Officer)/VIP Education to ensure no student is absent without school being aware of the reason~~

~~To use the School Information Management System to analyse and monitor students' patterns of absence and work with parents to rectify patterns~~

~~All students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.~~

Good attendance is important because:

~~Statistics show a direct link between under achievement and poor attendance~~

~~Regular attenders make better progress, both socially and academically~~

~~Regular attenders find school routines, school work and friendships easier to cope with ✓ Regular attenders find learning more satisfying~~

3. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

4. Roles and Responsibilities

Roles and Responsibilities

~~Attendance is overseen by Senior Leaders and Student support/Attendance Officer. Weekly meetings are held with the attendance coordinator to discuss all attendance figures for the week. Students causing concerns are also identified at this point and appropriate procedures, as outlined in the policy are followed.~~

~~In addition to 'in-house' roles the United Endeavour Trust works closely with the Local Support Team and VIP Education to discuss individual cases and decide on appropriate next steps, hold 'late-gates' and look at whole-school improvements or concerns relating to attendance statistics.~~

~~Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the student to Education Welfare. He/she will also try to resolve the situation with voluntary support, if other ways of trying to improve the students' attendance have failed, Education Welfare can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the student. In addition, United Endeavour Trust has chartered the services of "VIP Education" in order to address specific attendance concerns as they arise.~~

~~Alternatively, parents or students may wish to contact Education Welfare themselves to ask for help or information. They are independent of the school and will give impartial advice.~~

~~The attendance policy includes procedural referral agreements that are designed to promote and safeguard the welfare of students. Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to Education Welfare~~

4.1 The United Endeavour Trust Board and Governing Bodies

Are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy through both the Academy Governing Body

4.2 The Principal

Is responsible for:

- Implementation of this policy at the academy
- Establishing and maintaining an effective culture of attendance at the academy
- Monitoring school-level absence data and reporting it to governing boards
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Agreeing any part-time timetables within the school

4.3 The designated senior leader responsible for attendance

Is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families

4.4 The attendance officer

Is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices

4.5 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance in a timely manner and for each session/lesson as determined by academy leaders. This must be undertaken using the correct codes, and submitted on the defined academy reporting system (e.g. SIMs or ClassCharts)

4.6 School administration support staff

School administration support staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the appropriate member of staff in order to provide them with more detailed support on attendance

4.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every session on time
- Call the school to report their child's absence before 08:40am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

4.8 Students

Students are expected to:

- Arrive at school every day on time
- Attend every session punctually
- Be prepared for learning, in line with the academy policy

5. Recording attendance

5.1 Attendance register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 08:40am on each school day.

The register for the first session will be taken at 08:45 and will be kept open until 09:10 The register for the second session will be taken at 13:15 and will be kept open until 13:30.

Registration

~~Registration will be on Lesson Monitor which should be completed within the first 10 minutes of the lesson.~~

~~In the morning, registration will be taken at 8.50, in order to be suitably prepared for registration all students are expected to be in school by 8.45. In the afternoon, registration will be taken at 13.15.~~

~~Schools are required to take an attendance register twice a day, and this shows whether the student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory school age is absent every half day absence from school has to be classified by the school, as either **Authorised** or **Unauthorised**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.~~

~~**Authorised** absences are mornings or afternoons away from school for a good reason like illness or other exceptional circumstance.~~

~~**Unauthorised** absences are those which the school does not consider reasonable and for which no permission for absence has been given. This includes, but is not limited to:~~

- ~~• parents keeping students off school unnecessarily~~
- ~~• truancy before or during the school day~~
- ~~• absences which have not been properly explained~~
- ~~• students who arrive at school too late to get a mark~~

~~Students arriving after 8.45 am and 1.15 pm should report to the Attendance office. Students arriving after 9.15 will receive a U code which counts against their attendance figure.~~

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:40am or as soon as practically possible by calling or emailing the school staff (see also section 7)

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Absence

~~Parents are asked to inform the school immediately their child is absent. There is a dedicated "absence line" (telephone number Newcastle Academy 01782 667660/ Clayton Hall Academy 01782 297566 / Sir Thomas Boughhey 01782 729400) with an answering machine for parents to leave messages. The Schools operates a policy of first day contact.~~

~~As part of our strategy for Social Inclusion, the Student Support / Attendance Officer will contact parents should any student be away from school without notification from parents, to find out the reason for their child's absence.~~

~~Each week an Absence Report will be issued to Form Tutors for unexplained absences (both morning and afternoon sessions).~~

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

Leave of Absence during Term Time

~~Requests for leave in exceptional circumstances, should be made in advance of the event and in writing. Specific details should be included such as dates and should be addressed to Mrs Bromley Smith at Newcastle Academy, Mr R. Porter at Sir Thomas Boughay and Mrs D Kay at Clayton Hall Academy. Should the request be for other planned absences such as participation in sporting or other educational representative activities the same procedure should be followed. We will require documentation regarding this, such as a copy of the selection letter or confirmation of an exam date. If a leave of absence is granted, then it will be for a fixed period of time. Any lateness in the return to school may be deemed as unauthorised leave of absence. If a parent does not apply for leave, but we believe that the student has been taken on holiday, then we will contact the parent to express our concern. The parent will be expected to provide contrary evidence to support the absence by a specified date. Should this not be provided then the absence will be coded as unauthorised leave of absence and the relevant procedures will be applied. Retrospective approval for absence cannot be granted. Students who are taken out of school for 5 or more consecutive days without authorisation will receive a penalty notice. Should a fixed penalty notice be issued, the fine applies to per parent/carer and per child.~~

~~What happens if a child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?~~

~~Should a fixed penalty notice be issued, the fine applies to per parent/carer and per child. This is regardless of who has applied for the leave. Currently parents have 3 choices:~~

- ~~• A fine of £60 if paid within 21 days~~
- ~~• A fine of £120 is paid after 21 days but within 28 days~~
- ~~• In the case of non-payment of the fine then Notice will be withdrawn and will trigger the fast track prosecution process under the provisions of Section 444 (1) of the Education Act 1996. If found guilty then this would result in a criminal record for that parent.~~

5.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The procedure for consistent lateness is the same as for absence – i.e. at 10% lateness the SLT attendance lead is informed by the Attendance Officer.

- a) Form Tutor contacts home to discuss the issue with parents/ carers.
- b) If no improvement is seen the HL/ attendance team will invite parents/ carers in for a meeting to discuss and agree strategies to reduce the frequency of lateness.
- c) A member of SLT will meet with the parents if no improvement is seen to remind them of the importance of attendance and punctuality and the next steps if they fail to engage with the process
- d) If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made.

e) A referral to the Early-Help Team will be made to support the family in conjunction with the EWO

If a child arrives late they will be sanctioned in line with the behaviour policy:

Late Attendance

~~Students arriving after 8.45 am and 1.15 pm should report to the Attendance office. A late registration slip will be issued and taken by the student to be signed on arrival at the class by the class teacher. Students arriving after 9.15 will receive a U code which counts against their attendance figure.~~

5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

Day 1 – If there is no parental / carer contact to the school by 09:30am

1. Email/ Text message sent asking parent to contact the school
2. Phone call from staff a member trained to do so. Staff member telephones the child's home to seek reasons for the absence and reassurance from a parent or carer that the child is safe at home.
3. Where there is no answer at the home or on mobile numbers we call back. Risk assess after 2 hours of no contact. Additional support from external agencies may be sought at this time
4. Where the parent/carers answers the call, and the child is safe with them, we ask for reason for absence and record on our school's attendance management system. If the person answering is not the parent/carers and the school is not reassured that the child is at home or safe. The school's designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child. If the parent/carers answered the call, the child is not with them or safe and the parent is concerned School to advise the parent to:
 - Contact the local police station to inform them that the child is missing
 - Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searing for the child
 - Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment
 - Report back to school if the child is found or remains missing.

Day 2 - Follow up phone call A subsequent telephone call must be made either from the school landline or preferably a mobile phone. A further email and text home will be sent. The school will consider a home visit and contact Education Welfare Service.

Day 3 –The school will write/email parents in plain English, asking for contact to be made with the school immediately. The school will give parents/carers 3 working days to make contact. Where the school is aware that English may not be the parent's first language, the school will attempt to copy the letter into a language that may be more accessible. The school will arrange a further visit to the home address ensuring that risk assessments are in place Once you have completed these checks (or within 10 days, whichever is earlier) If the child has not been seen and the parents/carers have not made contact, the school will report the child as missing from education.

Absence Note

~~After an absence for any reason, students should bring to the Form Tutor a note signed by their parents explaining the absence, space is also provided in the planner for this purpose. This may not be necessary if parents have previously contacted the school by telephone to explain the absence.~~

5.6 Attendance Hierarchy of Intervention

Attendance (%)	Staff Involved	Action
100 - 97%	N/A	No action
96% - 94%	Form Tutor	Form Tutor to speak to student
93% - 90%	House Leader	House Leader to speak to students and meet the parents. Consider EWO involvement
Below 90%	EWO	Send a formal letter home and meet the parents. EWO involvement

5.7 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. Parents can find this via the ClassCharts app as well as when we write to them to inform them about their child's attendance.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

An example of 'exceptional circumstances' include attending the funeral of a close relative.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The Principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

6.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Payment must be made directly to the local authority.

Penalty notices can be issued by a Principal, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6.3 Medical Appointments

Parents of students attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment.

Where possible all medical/dental appointments should be made outside of the school day. Students are expected to attend school before and after routine medical appointments to minimise disruption to learning. We can then confirm lateness as a 'medical' absence and therefore authorised.

7. Strategies for promoting attendance

All United Endeavour Trust academies actively promote the importance of good attendance. The following strategies are employed across the trust but are not an exhaustive list:

- Assemblies linking attendance to academic outcomes
- Weekly Tutor Time with an attendance focus
- Rewards for 100% Attendance per half-term in commendations and celebration assembly
- ClassCharts rewards points
- Achievement points
- Alerting Student Support / Attendance Officer or House Leaders of any concerns.
- Publishing attendance figures for years and schools in staff briefings, assemblies and online.
- Encouraging students to understand the link between attendance and attainment (through Form Tutors and behaviour and attendance assemblies)
- Keeping parents informed about their child's attendance and working with them to create a school ethos that values and contributes to high levels of attendance and punctuality and allows their children to take full advantage of the educational opportunities on offer.
- Giving detentions for late attendance.
- By having a hierarchy of intervention (see below)
- ~~House Leaders will discuss any attendance concerns with individual pupils in the first instance. If attendance remains a concern Parents will be invited into school to discuss and resolve any issues.~~
- When an individual student's attendance level falls below 90% in any term without good reason, a referral to the Education Welfare will be made by the school. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

8.1 Monitoring attendance

The academy will:

- Formally monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

8.2 Analysing attendance

Academies will:

- Analyse attendance and absence data regularly to identify students or who require additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The academy will:

- Provide regular attendance reports to key staff and school leaders, to facilitate discussions with students and families
- Present attendance data to the Academy Governing Body on a regular basis to allow additional scrutiny
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school sessions, and severe absence is where a pupil misses 50% or more of school sessions.

Academies will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Home visits
- Referrals to EWO

9. Alternative Provision

All professionals have a statutory responsibility to safeguard and promote the welfare of children. The tracking and reporting of attendance at alternative provision is an essential component in achieving this.

Children at alternative provision are additionally vulnerable and will be closely monitored. The attendance ambition for children at alternative provision will be the same as they are for any other child.

Most children at alternative provision will be D coded (dual registered at another school) and the academy is ultimately responsible for ensuring their safety and well-being, including home visits when necessary i.e., in the case of non-attendance

The arrangements for monitoring of attendance, contacting of parents and carrying out safe and well checks will form part of a written individual plan, agreed with the child, parents and alternative provider before the child begins their placement.

The alternative provider and the academy must communicate twice per day (AM and PM sessions) regarding attendance to ensure regular and effective information is provided to academy leaders.

Attendance at off-site alternative provision will be monitored daily and we will ensure that swift action is taken when a child does not attend their alternative provision place.

The academy will make regular visits to the alternative provision to meet the child, their link tutor and to check on their well-being, attendance and academic progress.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour for Learning Policy

~~Information about individual school targets, projects and special initiatives~~

~~The attendance targets for 2020–21~~

~~Clayton Hall Academy 96%~~

Newcastle Academy 96%
Sir Thomas Boughey 96%

Those people responsible for attendance matters in this school are:

Clayton Hall Academy
Assistant Principal: Mrs D Kay
Attendance Officers: Mrs L Shufflebotham

Newcastle Academy
Vice Principal: Mrs N. Bromley-Smith
Attendance Officer: Mrs A Onions

Sir Thomas Boughey
Vice Principal: Mr R Porter
Attendance Officer: Mrs J Hewitt

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Appendix 1: attendance codes

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

Code	Definition	Scenario
Present Codes		
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Administrative Codes		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

Equality Impact Assessment of UET Policy						
Title of Policy	Admissions Policy					
PART 1	Positive Impact – reducing inequalities					
Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied. D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships	<p>How is the policy likely to have a significant positive impact on equality by reducing inequalities that already exist?</p> <p>All issues of attendance will be dealt with under the provision of the policy – ensuring fair decision making.</p> <p>Could the policy have a significant negative impact on equality in relation to each of the following groups or characteristics?</p> <p>No.</p>					
Characteristics Indicate areas of likely impact	Promote equal opportunities	Get rid of discrimination	Get rid of harassment	Promote good community relations	Promote positive attitudes	Promote/ protect human rights
D	✓	✓		✓	✓	✓
GA	✓	✓		✓	✓	✓
P	✓	✓		✓	✓	✓
R	✓	✓		✓	✓	✓
R/B	✓	✓		✓	✓	✓
S	✓	✓		✓	✓	✓
SO	✓	✓		✓	✓	✓
A	✓	✓		✓	✓	✓
M/CP	✓	✓		✓	✓	✓
Equality Impact Assessment of UET Policy	Records					
Name of person responsible for policy	L Holloway / I Brailsford / E Thomas					
Date of EIA of Policy	2.11.22					

A = Age, M/CP = Marriage and Civil Partnerships –applies in respect of employment framework policies

Equality Impact Assessment of UET Policy	PART 2 Evidence
<p>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p>What is the evidence for your answers above? (list any quantitative and qualitative)</p> <p>All attendance matters are dealt with by academy leaders supported by AttendEDC and administered under the same provisions as SCC for statutory legal work. Reports on attendance are provided annually and reported to the MAT Board and LGB termly.</p>

Equality Impact Assessment of UET Policy	PART 3 Conclusion
Summary of findings	Current evaluation indicates that the school follows all expected legal duties in relation to attendance.

Equality Impact Assessment of UET Policy	PART 4 Next steps		
Category	Actions	Target Date	Person responsible
Next Steps – Action Plan			
Practical changes required to reduce adverse impact	None		
Monitoring and evaluation and Review (publish revised policy)	Monitor and complete statutory attendance data returns to DfE	On-going	I Brailsford / E Thomas/ L Holloway