ATTENDANCE POLICY

Summary	The Attendance Policy is to support all stakeholders through the procedures of attendance at Trust Academies.
Responsible Person/Author:	Andrea Farmery Director of Attendance and Welfare
Applies to: (please circle/delete as appropriate)	Staff ☒ Student☒ Community ☒
Ratifying Committee	Standards Committee
Version:	3
Available On:	Website or on demand
Effective from:	9 October 2023
Date of Next Formal Review:	July 2024
Review Period	Annual
Status	Statutory
Owner	The Rodillian Multi Academy Trust
Version	3

Document Control

Date	Version	Action	Amendments
March 2021	1	New Policy Format created	
August 2022	2	Amendments	
September 2023	3	Amendments	Para 22 – Reference to Appendix 1 Para 37– Parental knowledge of LA sanctions Para 38 – Inclusion of supported. Paras 40-43 Reference to Attendance support initiative. Para 47 – Reference to LA sanctions Para 55- Rewards trip criteria Added – Links to statutory guidance. Table 3 - Unauthorised codes

Contents

What to do as a Parent or Carer if your child is unable to attend school

1.   Please see the guidance in Appendix 2 relating to the Academy your child attends for details of how to report a student absence.

Introduction

2.   The Rodillian Multi Academy Trust ("RMAT") is a successful educational trust, and all our students play their part in making it so. We are committed to providing a quality education for all our students. Regular attendance is essential if students are to achieve their full potential.

3.   RMAT believes that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident, and competent adults who can realise their full potential and make a positive contribution to their community.

4.   RMAT values all students, and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

5.   Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all the aspects of school improvement, supported by our policies on Safeguarding, Bullying, Behaviour and Special Educational Needs and Disabilities ("SEND").

Scope and purpose of this policy and who it applies to

6.   RMAT is committed to be in the top tier of Education Trusts for student progress by providing the highest quality teaching and learning for all students and to provide innovative curriculum opportunities for all including giving students an opportunity to make an effective recovery following the impact of the Coronavirus pandemic. This includes the development of a contextual curriculum to reflect contemporary issues, to further develop the resilience curriculum and to introduce an aspirational curriculum.

7.   This policy is aimed at ensuring all students access the curriculum by RMAT and parents/carers entering an active partnership to support student learning so that students can reach their full potential.

8.   Parent/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude, either by regular attendance at school or otherwise.

9.   A child is of compulsory school age at the beginning of the term following their Fifth birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

10.   Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

Publication of this Policy

11.   This policy will be available on RMAT and Academy websites and be available to all Parents, Carers, Students, Members of the public, Staff, Members, Trustees and Local Review Board Members. It will also be available to staff in the Compliance Library and staff shared drives.

12.   Following any review of the policy resulting in an updated version being adopted by RMAT Board, staff will be advised by email/alert where they may access it and advised as to whether they are required provide confirmation that they have read the document via the Compliance Library.

13.   Appropriate training and guidance will be provided to staff by the Attendance and Welfare team regarding the implementation of the policy for appropriate staff in relation to any new or revised procedures and guidelines within an appropriate timescale.

14.   Guidance on any aspect of this policy can be obtained from the Director of Attendance and Welfare whose email address is afarmery@rodillianacademy.co.uk.

Responsibility for this Policy

15.   RMAT Board has overall responsibility for the effective operation of this policy and for ensuring effective compliance. RMAT Board has delegated day to day responsibility for operating the policy to RMAT Executive, the Local Review Boards, and the Principal at each Academy.

Aims of this Policy

16.   To ensure that students, parents, and carers understand the importance of full attendance in their Academy.

17.   To ensure that students, parents, and carers understand the detrimental effect of absence on a student's academic progress.

18.   For Academies to recognise that poor attendance may be an indicator of underlying issues that need resolving either inside or outside of Academies including a student's vulnerability to safeguarding risks such as sexual or criminal exploitation.

19.   To ensure Academies work with families to prioritise student attendance.

20.   To ensure student attendance is seen as a benchmark of the culture of RMAT.

Definitions used in this policy.

Parent/Carer	All natural parents, whether they are married or not.
	Any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person.
	Any person who, although not a natural parent, has care of a child or young person with whom the child lives and who looks after a child or young person, irrespective of their relationship with the child or young person.
	Any person who has care of a child or young person i.e., lives with and looks after the child.
Persistent Absence	A student becomes a 'persistent absentee' when they miss 10% or more schooling across the Academic year for **whatever reason.**

Roles and responsibilities

21.   RMAT believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of Trustees, Local Review Board Members, Staff, Parents, Students, and the wider school community.

Our Academies will

- Actively promote the importance and value of good attendance to students and their parents.

- Form positive relationships with students and parents.

- Ensure that there is a whole Academy approach which reinforces good school attendance. For example, good teaching and learning experiences that encourage students to attend and achieve.

- Ensure that staff are aware of the Attendance Policy and can address attendance issues.

- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with.

- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.

- Return Academy attendance data to the Department for Education as required and on time.

- Report the Academy's attendance and related issues through termly reporting to RMAT Board's Standards Committee.

- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.

- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.

- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.

- Ensure that all the above priorities are shared with and reinforced by all relevant Academy staff.

- Develop a multi-agency response to improve attendance and support students and their families.

- Work with Local Authority Children's Services and the Police with any truancy sweeps.

- Use RMAT standard documents to support a move to legal proceedings should that be necessary.

Parents will

- Talk to their child about school and education. Take a positive interest in their child's work and educational progress.

- Instil the value of education and regular school attendance within the home environment.

- Encourage their child to look to the future and aspire.

- Contact the Academy if their child is absent to let them know the reason why and the expected date of return. Follow this up with a written note in their child's planner on their return to the Academy.

- Contact the Academy on each day of absence.

- Respond to any messages in their child's planner regarding attendance.

- Respond to the appropriate person regarding letters of concern immediately.

- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours.

- Ask the Academy for help if their child is experiencing difficulties.

- Inform the Academy of any change in circumstances that may impact on their child's attendance.

- Support the Academy; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.

- Encourage routine at home, for example, bedtimes, homework, preparing school bag and uniform the evening before.

- Not keep their child off school to go shopping, to help at home or to look after other members of the family.

- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Principal in good time.

- Ensure telephone contact numbers are available and if changed, the Academy is informed immediately.

Students will:

- Attend the academy every day it is open, achieving a minimum of 98% or above attendance, unless they are genuinely ill.

- Be appropriately prepared for the day.

- Inform their Form Tutor, Head of Year, Mentor, Attendance and Welfare Officer or Director of Key Stage of any problems which affect attendance or punctuality.

RMAT Board will:

- Ensure that the importance and value of good attendance is promoted to students and their parents.

- Regularly review RMAT's Attendance Policy and ensure the required resources are available to fully implement the policy.

- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with.

- Agree Academy attendance targets and, where appropriate, link these to the Performance Management of Senior Leadership within the school.

- Monitor students' attendance and related issues through regular reporting at RMAT Board's Standard Committee Meetings.

- Ensure that there is a named senior manager to lead on attendance.

- Ensure that RMAT has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.

- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.

- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

Academy Local Review Boards will:

- Monitor students' attendance in specific year groups and cohorts through regular reporting and discussion at Local Review Board meetings.

- Discuss any concerns that they have regarding any specific year group or cohort's attendance at Local Review Board meetings with Principals and monitor whether any intervention has led to improvement in the specific cohort's attendance.

- Report any continuing concerns about a specific cohort's attendance to the Standards Committee of RMAT Board

Procedure

Attendance Register

22. The Register is a legal document which must be completed fully and on time at AM and PM registration and then for every lesson throughout the day. Should a student not be in registration, they should be marked absent. If form tutors are aware of any appointments elsewhere, in or out of academy, these should be recorded using the relevant code. All academies follow the Department for Education guidance on the use of attendance codes and do not deviate from this. Please see Appendix1 for further guidance on attendance codes.

23. Staff must take a register in every lesson. If a member of staff suspects that a student is missing from the lesson, then they should notify the Attendance Officer immediately. The absence register is emailed out to all key staff.

Reporting an absence

For a planned appointment

24. Send in a copy of the paperwork for the appointment as soon as possible (such as letter or appointment card) marked for the attention of the Attendance/Welfare Officer, or bring the original into the Academy, where they can copy it for you.

25. On the day of the appointment write a note in your child's planner, this will then excuse them from the lesson and enable them to sign out. Students should report to Student Services/reception to sign out.

26. A full day's absence will not be authorised for a medical appointment. Please arrange all appointments outside the school day. If the appointment is unavoidable, your child must come to the Academy before and after the appointment. Any full day's absence will be marked as parental condoned truancy.

For unexpected absence

27.   The Academy must be notified **every day** the student is absent. Please see Appendix 2 on how to contact the Academy.

Illness

28.   If your child feels ill in the morning, please provide them with appropriate pain relief/medication and send them to the Academy. Any medication should be handed in to Student Services/reception who will administer it when required. Your child should be in the Academy if they have a minor illness such as a headache, cold, sore throat, or period pain.

29.   If your child is ill i.e., to the extent that they cannot get out of bed, then please contact the Academy to notify the attendance team of their absence. Please ensure that your child returns to the Academy as soon as possible, even if they are not 100%.

30.   If your child is absent from the Academy for 4 days or less, then you must provide a written note in their planner. On their return to the Academy, students will be asked for their note by their form tutor, failure to provide a note may result in your child being placed in isolation.

31.   For absence of 5 or more days' parents/carers must supply the Academy with medical evidence i.e., an appointment card, copy of prescription or medication packet.

32.   Where a student is absent from the Academy with a medical condition for more than 15 days either cumulatively or consecutively in the academic year, the Local Authority will be informed of the absence as they have a responsibility to ensure the student is receiving an education.

Requests for absence during term-time

33.   Due to Government legislation the Academy is no longer able to authorise any holiday during term time. This absence will therefore be recorded as unauthorised absence on your child's attendance record.

34.   A Penalty Notice may be issued by the Local Authority following your child's absence. Penalty notices are issued at £60 per parent* (if paid within 21 days) and £120 (if paid within 28 days) for each child. A Holiday Notification form is available from Student Services or our website.

35.   If you do not notify us but we have evidence that your child has been on holiday, a fixed penalty fine may still be issued.

36.   Sixth Form - In line with Academy policy holidays will not be authorised for any Sixth Form student.

37.   Local Authorities have advised parents to be aware of:

- The possibility of a penalty notice being issued (to each parent for each child).
- The possibility of losing the school place, and the likelihood of being re-admitted to the school.
- The possibility of prosecution under Section 444(1) of the Education Act 1996 for repeat offences of unauthorised leave of absence.
- The possibility of a fine of up to £1,000 and receipt of a criminal record if the fine remains unpaid and the matter is heard in court.

38.   Understanding types of absence and attendance codes. Please see Appendix1.

Following up absence

39.   Where we have had no contact from a parent/carer the Academy will respond in the following manner:

- First day telephone contact/text will be implemented for **all** students after 9.30am, further attempts at communication may also be made.

- A home visit will be conducted where possible.

- Telephone calls may be made to parents/carers who leave messages on the answer machine to obtain further details about an absence; and

- If a student is having their attendance supported or monitored medical evidence will be required to support the absence.

Strategies to support attendance that falls below the Academy target and is a cause for concern.

40.   With continued non-attendance the case will be brought to the attention of the Attendance/Welfare Officer. Further action may include participation in attendance improvement initiatives, home visits and/or meetings between the Academy, parents/carers, and students and, if appropriate, other agencies to identify and solve the problems which are preventing the student from attending the Academy.

Academy led support strategy.

Attendance Support Initiative

41.   We will write to you when your Child's attendance becomes a concern to explain your child has been placed on an Attendance Support Initiative. Your Child will take part in an assembly which advises them their attendance has dropped below the Academy target and that their attendance will be monitored for the following half term.

42.   Your Child will receive a monitoring card. One day a week they will meet with a pastoral member of staff to discuss the previous week's absence and attendance. This gives further opportunity for any attendance worries or concerns to be discussed on a 1 to 1 basis with a pastoral member of staff.

43.   If your child has no unauthorised absence within the half term that their attendance is being monitored, provided it is at the Academy's attendance target, they will be removed from the initiative. 40 – 42 will be replaced with the below

Legal Sanctions supported by a Local Authority

44. **Penalty Notices (Fast Tracks Procedure)** will be considered when:

   - A student is absent from the Academy and the absence has not been authorised by the Academy. **OR**

   - A student has accrued unauthorised absence following written warning to improve.

45. A Penalty Notice gives each parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

46. Failure to pay the Penalty Notice may result in a prosecution under **Section 444 of the Education Act 1996.**

47. Penalty Notices will be used in accordance with Local Authorities Penalty Notice Protocols. Additionally, Local Authorities have advised that parents be aware of:

   - The possibility of a penalty notice being issued (to each parent for each child).
   - The possibility of losing the school place, and the likelihood of being re-admitted to the school.
   - The possibility of prosecution under Section 444(1) of the Education Act 1996 for repeat offences of unauthorised leave of absence.
   - The possibility of a fine of up to £1,000 and receipt of a criminal record if the fine remains unpaid and the matter is heard in court.

Prosecution

48. Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The Academy will provide the Local Authority with evidence required for a prosecution under **Section 444 of the Education Act 1996** and will appear as a prosecution witness if required by the Court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

49. **Section 444 of the Education Act 1996** states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.

50. A parent found guilty of this offence can be **fined up to £2500** and or be **imprisoned for a period of three months.**

51. Alternatives to **Section 444** prosecution are Parenting Contracts, Penalty Notices, or an Education Supervision Order.

Parenting Contracts

52. Under **Part 3 of the Anti-Social Behaviour Act 2003** A Parenting Contract is a voluntary agreement between the Academy and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

53. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

54. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Long term Absence Re-Integration

55. The return of a student to the Academy after long term absence requires special planning. The Head of Year and Attendance/Welfare Officer in consultation with the Form Tutor and possibly Special Educational Needs and Disabilities Co-ordinator, Mentors or Director of Key Stage who will be responsible for establishing and managing a programme for return which meets the individuals' needs. Staff will be informed of the return of long-term absentees and of any special arrangements that have been made.

Celebrating Good Attendance

56. Good and improved attendance is rewarded by Academies with various incentives for individual students, form groups and the whole Academy. These include some of the following:

   - 100% Attendance Certificates.
   - 100% Attendance/Punctuality Stamps.
   - 100% Attendance Texts.
   - Postcards.
   - Praise Assemblies and
   - Prize draws.

57. Rewards trip attendance criteria:

   - 94% Attendance (between June 2022-June 2023)
   - If on attendance monitoring at any point, no further unauthorised absence
   - no term time holidays.
   - No isolations.
   - No Principal detentions.
   - No suspensions.

Elective Home Education

RMAT follows the Government and Local Authority guidance for Elective Home Education
Link to Elective home education, Departmental guidance for parents
Elective home education: guide for parents (publishing.service.gov.uk)
Link to Elective home education, Departmental guidance for local authorities
Elective home education: departmental guidance for local authorities (publishing.service.gov.uk)

Children Missing Education

RMAT follows the Government and Local Authority guidance for Children Missing from Education
Stat guidance template (publishing.service.gov.uk)

Training

58.   The Director of Attendance and Welfare will meet with the Attendance and Welfare Officers across RMAT every half term to provide training. Weekly meetings will also be in place for individual Academies to discuss Local Authority policies and procedures.

Monitoring

59.   The Director of Attendance and Welfare will monitor the implementation and effectiveness of the policy liaising with the Attendance Leads and Attendance and Welfare Offices in each Academy. The Director of Attendance and Welfare will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory sources, for any recommendation or changes. There will be a full review of the Policy by The Director of Attendance and Welfare by the stated review date where recommendations will be made for consideration by RMAT Board.

References

60.   This policy meets the requirements of the school attendance guidance 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:

- **The Education Act 1996**
- **The Education Act 2002**
- **The Education and Inspections Act 2006**
- **The Education (Pupil Registration) (England) Regulations 2006**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2010**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2011**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2013**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2016**
- **The Education (Penalty Notices) (England) (Amendment) Regulations 2013**

Appendix 1: Attendance codes

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

Table 1- Attendance Codes

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

Table 2- Authorised Absence Codes

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	Academy has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma, and Travelers absence	Student from a Travelers community is travelling, as agreed with the school

Table 3- Unauthorised Absence Codes

Unauthorised absence		
Code	**Definition**	**Scenario**
G	Unauthorised holiday	Student is on a holiday that was not approved by the Academy
N	Reason not provided	Student 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	Unauthorised absence (not covered by any other code/description)
U	Arrival after registration	Student arrived at Academy after the register closed

Table 4 - Other Attendance Codes

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

Appendix 2 – Contacting the Academy to Report an Absence

Procedure

If your child is ill i.e., to the extent that they cannot get out of bed, then please notify the Academy attendance team **before 9am**. Please advise them the reason for absence and the expected date of return.

Where we have had no contact from a parent/carer the Academy will respond in the following manner:

- First day telephone contact/text will be implemented for all students after 9.30am.

- Further attempts at communication may also be made. On occasions throughout the week members of the attendance team and other school staff may visit any child who is absent from the Academy. If your child is well enough to attend lessons, then the member of staff may accompany them back to the Academy.

Telephone and E-mail Contacts to report an absence.

Academy	Telephone	E-mail
BBG	01274 871 225	
Brayton	01757 293243	attendanceTeam@braytonacademy.org.uk
Featherstone	01977 722 812	attendance@featherstone.academy
Rodillian	01924 874 762	attendance@rodillianacademy.co.uk
Southway	07944 185 540	attendance@southway.org.uk
UTC Leeds	0113 353 0140	

Appendix 3 - Equality Impact Assessment

Equality, Diversity, Cohesion, and Integration Screening

As a Trust via the public authority, we need to ensure that all our strategies, policies, service, and functions, both current and proposed have considered equality, diversity, cohesion, and integration. Please also take due regard of Equalities considerations.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision.** Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services, and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion, and integration.
- whether or not equality, diversity, cohesion, and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Organisation: Rodillian Multi- Academy Trust	Department responsible for the Policy: Attendance
Lead Person: Andrea Farmery – Director of Attendance and Welfare	Contact Number: 01924 872252/07852 211361 Email:afarmery@rodillianacademy.co.uk

1. Title: <<Policy Title>>

Is this a:

X	**Policy**

If other, please specify.

2. Please provide a brief description of what you are screening

Policy

3. Relevance to equality, diversity, cohesion, and integration
All RMAT's policies affect service users, employees, or the wider community. These will also have a greater/lesser relevance to equality, diversity, cohesion, and integration.
The following questions will help you to identify how relevant your proposals are.
When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation, and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		/
Have there been or likely to be any public concerns about the Policy or proposal?		/

Could the proposal affect how services are organised, provided, located and by whom?		/
Could the proposal affect our workforce or employment practices?		/
Does the proposal involve, or will it have an impact on? • Eliminating unlawful discrimination, victimisation, and harassment • Advancing equality of opportunity • Fostering good relations		/

4. Considering the impact on equality, diversity, cohesion, and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion, and integration you have carried out an impact assessment.
Please provide specific details for all three areas below (use the prompts for guidance).

• Scope of the proposal – all staff.
• Who is likely to be affected – staff, students, parents, the community.
• Equality related information – is held on individual academy and Trust records, payroll records and gathered through Equal Opportunities Monitoring Forms.
• Gaps in information and plans to address - RMAT intends to work to further improve processes relating to the gathering of equality related information across the organisation.
• Consultation and engagement activities with those likely to be affected – ongoing feedback from staff, applicants, candidates and HR, the Policy is made available to staff and is on our website.

• **Key findings**
We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The HR Team is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas.
The Policy has considered religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.
We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.

• **Actions**
RMAT will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.

5. Governance, ownership, and approval
Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Adam Marham	Head of Governance and Compliance	24 April 2021

6. Publishing
This screening document will act as evidence that due regard to equality and diversity has been given.

Date screening completed	24 April 2021
Date agreed at Trust Board	4 May 2021