



Attendance Policy

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For Office Use Only:

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To make changes to this policy, please email admin@lincolnshiregateway.co.uk.

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our Academy 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 pupils have the support in place to attend school

We will also promote and support punctuality in all aspects of the Academy day.

2. 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 2006](#)
- [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.

3. Roles and responsibilities

The responsibilities included in this document are reflective of those outlined in the [summary table of responsibilities for school attendance](#) from the Department for Education (DFE)

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of attendance across the Academy'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 Academy
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the Academy
- Monitoring Academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leaders responsible for attendance

The designated senior leaders are responsible for:

- Leading attendance across the Academy
- 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 pupils and families

The designated senior leaders responsible for attendance are Miss Lisa Waring and Mr Gareth Cookson, both can be contacted via the Academy office on 01472 691797.

3.4 The attendance officer

The Academy 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 Academy 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

The attendance officer is Mrs Emma Owen and can be contacted via the Academy office on 01472 691797.

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the Academy office promptly at the start of the day and after lunch.

3.6 Academy administration staff

Academy administration staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the Academy system
- Transfer calls from parents to the class teachers or pastoral team at an appropriate time, in order to provide them with more detailed support on attendance.

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the Academy to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the Academy with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the Academy day

3.8 Pupils

Pupils are expected to:

- Attend the Academy every day on time.

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each Academy 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 and position 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.

Pupils must arrive in the Academy by 8:50am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9:00am. The register for the second session will be taken at 1:45pm for Early Years and Key Stage 1 and 1:30pm for Key Stage 2.

4.2 Unplanned absence

The pupil's parent/carer must notify the Academy of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the Academy admin staff (see also section 7).

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

If the authenticity of the illness is in doubt, the Academy 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 Academy 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.

4.3 Planned absence

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

Parent/Carer must complete a Leave of Absence form giving at least two full weeks' notice.

The Academy will check legislation and guidance, including what constitutes 'special circumstances' and what constitutes 'exceptional circumstances', and reasons for authorising/not authorising Leave of Absence.

The Academy may telephone the parent/carer if insufficient information is submitted. The Principal may grant or deny the request.

The Academy will complete the 'Reasons for Refusal' on Leave of Absence form.

The Academy will return the form to the parent, files copies of all paperwork as evidence, copy retained for Education Welfare Service.

The Academy will monitor attendance/absence over the appropriate period.

The Academy will inform the Education Welfare Service of related unauthorised absence.

Academy and Education Welfare Service liaise to determine course of action which may include Referral, action towards Penalty Notice, Fast Track to Improving Attendance (up to and including Prosecution).

Please note: All requests for Leave of Absence must be submitted prior to a student's absence, as permission cannot be given retrospectively.

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 the Academy 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 5 to find out which term-time absences the Academy can authorise.

4.4 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.

If there are ongoing issues with punctuality, a letter will be sent to parents informing them of the number of late marks received within a specific time period. If issues with punctuality persist, the parents/carers will be invited into the Academy to discuss the reasons for lateness and the Academy will offer support to help improve punctuality.

4.5 Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the call is not answered, we will follow up with a text message to give parents chance to respond. If the Academy cannot reach any of the pupil's emergency contacts, the Academy may ask the Education Welfare Officer to visit or contact the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the Academy will consider involving an Education Welfare Officer.

4.6 Reporting to parents/carers

The Academy will regularly inform parents about their child's attendance and absence levels using SIMS In Touch. Parents can access up to date information regarding their child's attendance.

5. Authorised and unauthorised absence

5.1 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.

The Academy 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 full weeks' notice before the absence, and in accordance with any leave of absence request form, accessible via the Academy office. 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 Academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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 Academy, but it is not known whether the pupil is attending educational provision.

5.2 Legal sanctions

The Academy or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The 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. Strategies for promoting attendance

- Clearly allocating attendance responsibilities among staff
- Tracking attendance data rigorously over time, and analysing it by pupil group
- Targeting pupil premium funding
- Having robust procedures in place for day-to-day management of attendance, including speaking to parents on the first day of absence and following up on the third day of absence
- Reward schemes such as Carrot and attendance certificates
- Celebration assemblies
- Weekly attendance figures displayed in the hall and trophies given out.

7. Attendance monitoring

The attendance of all children from Reception to Year 6 is monitored:

The following systems are in place for addressing attendance:

- Each term an attendance tracker is produced showing every child's percentage attendance.

- The Principal and Attendance Officer look at children's attendance under 95% with a particular focus on those under 90% (the figure classed as persistent absence).
- Parents may be contacted either by letter or phone informing them that their child's attendance and/or punctuality is low and a meeting may be requested.
- Minutes are taken from that meeting.

The purpose of these meetings are to:

- Make parents aware of their child's attendance and/or punctuality.
- Ensure parents are aware that a referral to Education Welfare Service may be necessary if there are a significant number of unauthorised absences.
- Discuss reasons for absence.
- Look at additional support that may be available, eg. Family Support, School Nurse.
- Look at strategies for promoting good attendance, eg. Reward charts.
- Raise awareness of the impact of good attendance on pupil outcomes.
- Ensure that parents understand the impact and possible consequences of further absence.

7.1 Monitoring attendance

The Academy will:

- Monitor attendance and absence data half-termly, termly and yearly across the Academy 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. The Academy will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The Academy will:

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

7.3 Using data to improve attendance

The Academy will:

- Provide regular attendance reports to class teachers and other Academy leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

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

The Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the Academy (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.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Academy Principal. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

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

| Code | Definition | Scenario |
|------|-------------------------------|--|
| / | 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 Academy |
| 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 Academy |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the Academy |
| W | Work experience | Pupil is on a work experience placement |

| 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 | The Academy 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 Academy |
| Unauthorised absence | | |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the Academy |
| 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 | The Academy is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |

| Code | Definition | Scenario |
|-------------|---|---|
| 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 | The Academy 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 Academy |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |