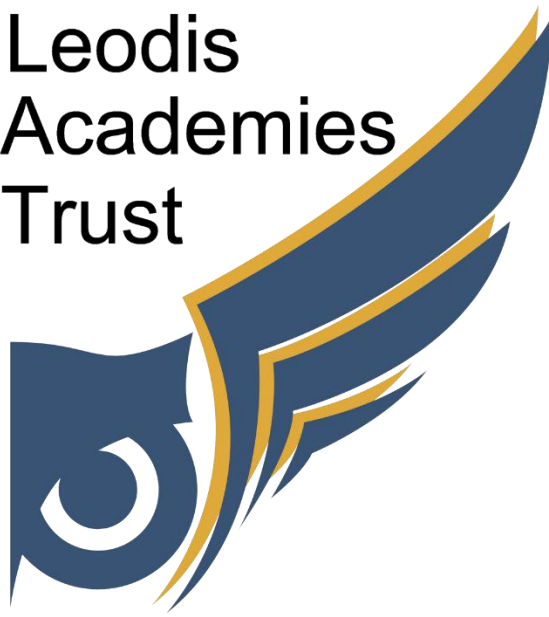


Leodis
Academies
Trust



ATTENDANCE POLICY

LEODIS ACADEMIES TRUST ATTENDANCE POLICY 2023-24

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1.0 POLICY INTRODUCTION

- 1.1 At Leodis Academies Trust we are committed to ensuring safeguarding is of utmost importance and this is one of the reasons we are committed to improving our practices and procedures for attendance. Poor attendance severely disadvantages a pupil from achieving well so it is of paramount importance that pupils attend school regularly.
- 1.2 We demand the highest level of attendance from all our students so they may develop their full potential during their time at school. It is our aim to safeguard students and maintain a culture of excellent attendance and punctuality. Missing out on education has a significant effect on students' life opportunities. Everyone associated with the Trust and its Academies – students, parents, all teaching and support staff, external agencies and the Trustees and Governors must do all in their power to ensure that excellent attendance and punctuality remain an integral part of our work.
- 1.3 This Policy applies to all
- 1.3 This policy applies to all Academies within Leodis Academies Trust.

2.0 AIMS

- 2.1 To provide clear guidance about how Leodis Academies Trust and its Academies promote and attains high levels of pupils' attendance and punctuality to enable fulfilment of their potential.
- 2.2 To ensure that all stakeholders understand the Trust and its Academies' expectations and the legal processes in relation to attendance.

3.0 STATUTORY INFORMATION

- 3.1 Section 7 of the Education Act 1996 places a duty on parents/carers to ensure children of compulsory school age receive efficient full-time education suitable to the child's age, ability and aptitude and to any special needs the child may have. Parents/carers have a legal duty to ensure their child's regular attendance at the school where they are registered.
- 3.2 Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.
- 3.3 A parent/carer who fails to ensure that their child attends school regularly is guilty of an offence under Section 444(1) of the Education Act 1996.
- 4.3 This policy has also been in alignment with the DfE Working Together to Improve School Attendance Guidance (2022) and Keeping Children Safe in Education (KCSIE 2023).

- 4.4 The Trust has taken into account individual needs when implementing this policy, including having regard to the Trust's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

4.0 LINKS TO ACADEMY/TRUST POLICIES

- 4.1 A number of other Academy/Trust policies make reference to pupil attendance expectations and these include the following policies

- Safeguarding and Child Protection.
- Data Protection.
- Positive Behaviour and Discipline.
- Exclusions.
- Online Safety and Acceptable Use
- Safe Working Practice Guidance.
- Use of Digital Technologies & Social Media Guidance.

- 4.2 This list of policies is not exhaustive, and does not replace the general requirements of all Trust and Academy policies and procedures.

5.0 ROLES AND RESPONSIBILITIES

5.1 The Local Authority (Leeds City Council)

Leeds City Council has the ultimate legal responsibility for ensuring school attendance across Leeds. Leeds City Council are responsible for issuing all penalty notices, court orders and education supervision orders in relation to school attendance.

5.2 The Trust Board (Leodis Academies Trust)

The Trust Board has overall responsibility for the effective operation of this Policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the CEO Principal, the local governing body/advisory body (LGB/LABs) and the Principal of each Trust Academy. The Trust Board receives regular updates from each of the Trust Academies in relation to attendance monitoring.

5.3 The CEO Principal

The CEO Principal will:

- Ensure that this Attendance policy is kept up to date in line with the statutory Frameworks.
- Set and reviews the Trust level targets for attendance and punctuality as part of the SDP.
- Support Academies with attendance strategies and planning.

5.4 The Local Governing Board/Local Advisory Board (LGB/LAB)

The LGB/LAB will:

- Ensure that strategies are in place to promote and implement this Attendance Policy throughout the academy and are known by parents/carers.

- Review the effectiveness of the implementation of the policy via the Principal's report.

5.5 The Principal

The Principal will:

- Ensure the Academy promotes and celebrates good attendance and punctuality.
- Ensure strategies are in place to promote and implement the Attendance Policy throughout the school.
- Monitor the Academy offer to ensure the delivery of a curriculum which is engaging and personalised to the needs of the pupils.
- Monitor data on attendance and punctuality via reports from the senior leader responsible for attendance.
- Determine, in collaboration with the senior leader responsible for attendance, whether to authorise any proposed absences requested on the school's official request form, or absences for which no request was made/approved. It is the responsibility of the principal to decide whether the absence is authorised or unauthorised. Such decisions will be made in accordance with government regulations and guidance.
- Comply with the requirement set out in the local authority's code of conduct when requesting issuance of penalty notices.
- Comply with the Department for Education Statutory Guidance on Children Missing Education (CME) by informing the local authority of the details of children who are regularly absent, missing from school following a leave of absence and prior to removing a child from the roll of the school.
- Provide the CEO Principal, LGB and Trust Board with regular updates on attendance and punctuality, including data about pupils who are persistent absentees and review practice in relation to attendance and punctuality.
- Ensure arrangements are in place for pupils leaving the Academy during the school day (See section 6.3).

5.6 The Senior Leader Responsible for Attendance

The Senior Leader Responsible for Attendance will:

- Lead initiatives to promote the profile of attendance throughout the Academy.
- With the support of the attendance team, interrogate and analyse data on attendance and punctuality on a weekly, half-termly, and termly basis and prepare reports, as required, for the pastoral team, senior leadership team, Principal, LGB/LAB, LSS and Trust.
- Oversee the arrangements for attendance review meetings and quality assure the action plans devised.
- Liaise with internal and external agencies to support attendance as required.
- Share information and work collaboratively with the Local Authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance.

5.7 The Attendance Team

The Attendance Team oversee that the procedures outlined in this policy are in place and being followed so that we are safeguarding pupils and they come to school regularly. The members of the team are published on our websites.

The Attendance team will

- Monitor registration on a daily basis and ensure any missing marks are quickly resolved to ensure pupils are safe.
- Be the first point of contact for parents/carers and relevant school staff regarding pupil absence and appointments.
- Collate and monitor attendance on daily, weekly, half-termly, termly and annual basis, contacting parents/carers of pupils who have been identified as at-risk, to challenge absences and encourage early return to school.
- Regularly inform parents about their child's attendance and absence levels in line with Academy protocols
- Ensure data on attendance and punctuality is displayed in prominent places visible to pupils.
- Where appropriate, visit the home and/or make a referral to the local authority's education welfare service.
- Issue appropriate sanctions to pupils for whom attendance and punctuality is a cause for concern.
- Manage the arrangements for pupils who need to attend appointments during school time.
- Work with the senior leader responsible for attendance to maintain an up-to-date attendance risk register and punctuality risk register of high-risk pupils in designated year groups.
- Lead attendance review meetings and develop an action plan involving the child, parent/carer and, where appropriate, other agencies for pupils whose attendance and/or punctuality falls below the expected level.
- Co-ordinate the support plan for pupils returning to the Academy after a prolonged absence.
- Maintain a record of all applications for leave of absence during term time and requests for issuing a penalty notice.
- Co-ordinate the collation of all the documentary evidence required by the local authority for issuing a penalty notice or prosecution by the Local Authority for unauthorised absence.

5.8 Staff responsible for registering morning and afternoon sessions will:

- Provide regular advice, encouragement, challenge and support to the class as a whole and individually to pupils about the importance of regular attendance and punctuality using the data provided by the Attendance Team.
- Ensure that the statutory attendance register (using the electronic MIS system) is taken at the first session of the school day and once during the second session. In secondary settings, for the purposes of safeguarding, registers should be taken at the beginning of each lesson.
- Ensure pupils' absence notes or verbal messages related to attendance and punctuality are provided to the Attendance Team.

- Be alert and deal with any signs of disaffection which could result in poor attendance and punctuality and impact on learning and ensure this is recorded in line with Academy processes.
- Identify absence trends or concerns and raise with the relevant member of the Attendance Team.

5.9 All Staff

All staff across the Trust will work with young people and their families to ensure each pupil / pupil attends the Academy regularly and punctually, to minimise absence of all kinds. This will be done through:

- Raising awareness of the effects of absence and lateness.
- Ensuring effective systems to monitor absence and to address any underlying barriers that pupils / pupils face.
- Establishing effective systems for incentives and rewards that acknowledges the efforts of young people to improve their attendance and timekeeping.
- Securing appropriate levels of challenge where a lack of priority is given by young people and parents/ carers, leading to poor levels of attendance and punctuality.

5.10 Parents

Parents will:

- Be aware that it is an offence for their child to be absent from school without a valid reason (See Section 6) and so unnecessary absences should be avoided.
- Be aware that only the Academy can determine if an absence from school is 'authorised'.
- Ensure their child arrives at school on time, dressed in full uniform and ready and equipped to learn.
- Promote the importance of regular attendance at home.
- Using the correct procedure, inform the Academy every day that their child is unable to attend, including the reason for absence and the expected date of return.
- Ensure that all appointments, where possible, are arranged after the end of the school day.
- Keep the Academy informed of any circumstances which may affect their child's attendance.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave (including appointments) during term time are made by completing the 'Leave of Absence During Term Time Request Form (see Appendix 1), where possible at least one month in advance.
- Be aware that for unauthorised absences, the Trust Board reserves the right to apply to the local authority to issue a penalty notice (fine) or remove a child from the roll of the school.
- Ensure their child attends all intervention programmes agreed by the Academy.
- Inform the Academy in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live.

5.11 Pupils

Pupils will:

- Aim to achieve 100% attendance and punctuality by arriving to school on time every day.
- Come to school well prepared and with the right attitude; to enjoy and achieve.
- Be proud of achieving excellent attendance and punctuality.
- Be punctual to all lessons.
- Ensure they are registered for all timetabled lessons and inform the relevant member of staff if they are not able to be registered.
- Ensure all notes/appointment cards are passed to the relevant member of staff.
- Speak to the appropriate member of staff if there are any problems that may affect attendance, punctuality and/or learning.
- Follow the correct procedure if they arrive to the Academy late.

6.0 SPECIFIC ATTENDANCE INFORMATION

6.1 Registration

6.1.1 The school will ensure that an attendance register is taken at the published time of the first session of the school day and once during the second session. On each occasion they must electronically record whether every pupil is:

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

6.1.2 For Secondary Academies - In addition, teaching staff must check that the pupils timetabled to be in their lessons are present for each session.

6.1.3 Registers will be marked using the Department for Education Attendance and Absence Codes.

6.1.4 Where appropriate, an agreed internal code may be used to indicate a pupil is being educated on site but not in their usual lesson e.g., isolation. A comment should accompany the mark to indicate the location of the pupil. The internal code should only be used for lessons not sessions.

6.1.5 If the electronic means of taking the register is not available, the Attendance team will ensure paper registers are issued, completed, collated and entered on the electronic system in a timely manner once available.

6.2 First Day Absences

6.2.1 On the first day of absence and each day of absence, parents/carers should telephone the school office before the published start time of the

school day to inform them of the reason for the pupil's absence and the likely duration of the absence.

- 6.2.2 Where no information has been received by the established start time of the school day on the first day of absence, the Academy will make contact with the priority contacts of the absent pupil to enquire regarding the absence and will contact everyone on pupil contact list in priority order to establish contact. This may be by text and/ or phone call. The Academy reserves the right to conduct a home visit to check on the absence of a pupil. This may be conducted by members of Academy staff and/or an agency appointed by the Academy.
- 6.2.3 Parents/carers should contact the Academy every day until the pupil returns to the Academy or alternatively indicate the length of the absence, and the reasons why the pupil will be unable to attend e.g., recovering from an operation. In these circumstances a 'check in' date must be agreed when the absence will be reviewed.
- 6.3.4 Failure to provide sufficient evidence of the absence reason when requested, may result in the absence being marked as unauthorised. In these circumstances legal interventions may be considered.
- 6.3.5 It is the responsibility of the Principal, not the parent/carer, to decide whether the absence is authorised or unauthorised. Such decisions will be made in accordance with government regulations and guidance.

6.3 Appointments

- 6.3.1 All appointments, where possible, must be arranged after the end of the school day
- 6.3.2 Parents/carers should provide advance notice by way of a medical card and/or letter for any time off school required for medical appointments. The Academy reserves the right to ask for proof of appointment.
- 6.3.3 Time away from school as a result of an appointment must be kept to a minimum. Children should not be absent for the whole day/whole morning/whole afternoon where this can be avoided.
- 6.3.3 A member of the attendance team will manage appointments, keeping the senior leader responsible for attendance informed of authorised appointments, and the administrative systems up-to-date.

6.4 Pupils leaving the Academy during the school day

- 6.4.1 Pupils are not permitted to leave the Academy unescorted during school hours for any reason. This includes when pupils are suspended or are unwell. Pupils should only be collected from school by an appropriate known adult, ideally a parent or carer. The only exceptions to this rule would be:
- Where a pupil is on an agreed, regularly reviewed, reduced timetable.
 - Where permission is given by parents in writing to attend a scheduled appointment.
 - Where for Secondary age pupils, over the telephone parental consent has been given, allowing for an child to walk home alone during school hours.

- 6.4.2. Where a pupil cannot be collected from the Academy by an appropriate known adult or parent/carer, or cannot be contacted, the Academy must make arrangements for the pupil to remain in the Academy until the end of the school day. Should the pupil be taken home during the school hours, the pupils must be taken home in line with the Academy Child Protection and Safeguarding Policy. The care of the child must be handed over to an appropriate known adult, ideally a parent/carer, in the family home.
- 6.4.3 If a pupil is displaying dangerous behaviours, the Academy should contact the Police. Any decisions made in this regard should always be communicated with parents/carers.

6.5 Term time leave and holidays

- 6.5.1 The Education (Pupil Registration) Regulations 2013 prohibits the principal of a school from granting leave of absence to a pupil, except where an **advance application** has been made by the parent/carer and the principal considers that there are **exceptional circumstances** relating to the application.
- 6.5.2 The request for leave of absence must be made at least one month in advance by completing the 'Leave of Absence During Term Time Request Form' (see Appendix 1). The form is available from the Academy reception. Each case will be considered on merit, taking into account the individual facts and the exceptional circumstances.
- 6.5.3 For the purpose of defining 'exceptional circumstances' and as a guiding principle only, the principal may consider if the reasons given for requesting leave are **rare, significant, unavoidable and short**. The following factors will also be taken into consideration when considering requests for leave of absence during term time:
- Whether the event for which leave of absence is requested can reasonably take place during school holidays.
 - Levels of attendance and unauthorised absence over the last 12 months.
 - Any leave of absence taken previously.
 - Whether the leave is during the examination period, controlled assessment period or Will result in not meeting assessment deadlines.
 - age and year group of the pupil.
- 6.5.4 The school will not consider the following to be exceptional circumstances:
- The availability of cheap holidays.
 - The availability of the desired accommodation.
 - An overlap at the beginning or end of the school term.
- 6.5.5 Where a leave of absence is granted, the principal will decide the number of school days a child can be away from school, and the agreed date of return to school.
- 6.5.6 Where a leave of absence is **not** granted or where the child fails to return to school by the agreed date following approval of leave of absence, then the principal will pass on the details to the local authority in line with the duty around reporting children missing education.

- 6.5.7 The Principal may request the local authority to issue each adult with parental responsibility with a penalty notice for each child for absence from school.
- 6.5.8 In certain circumstances, the school, after notifying the local authority, may decide to remove the child from the roll of the school.

6.6 Persistent absence

- 6.6.1 According to the Department for Education guidelines, a pupil will be considered as a persistent absentee if their attendance is 90% or lower (i.e., 10% or more sessions are missed).
- 6.6.2 Any pupil who is at the persistent absence threshold or at risk of moving towards that threshold is placed on the Attendance Risk Register and given priority for intervention.
- 6.6.3 For any pupil below the persistent absence threshold or at risk of persistent absence and with a number of broken weeks, medical evidence will be required if the absence is to be authorised.

6.7 Children Missing Education

- 6.7.1 Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and at Leodis Academies Trust and its Academies promoting the welfare of our children encompasses attendance, managing behaviour, access to the curriculum, health and safety and anti-bullying.
- 6.7.2 Failing to attend school on a regular basis will be considered as a safeguarding matter and will be dealt with following procedures in our Child Protection & Safeguarding Policy
- 6.7.3 A child going missing from education is a potential indicator of abuse or neglect. When a child's absence is unexplained the Academy will contact the parents on the first day of absence. If the absence remains unexplained the school will try to establish the child's safety and whereabouts. The Academy will make reasonable enquiries such as ringing all emergency contacts and checking with neighbours and friends in at the Academy. The Academy will make a CME referral as soon as possible when they have had no contact from a family, but no later than when the child has been missing from school for **20 days** in the following circumstances:
- A child has left the country regardless of if a new address and/or new school information has been provided.
 - There is reasonable evidence to indicate a child has moved out of the Leeds local authority area and their whereabouts are unknown.
 - Where a child is reported or believed to have moved to a different Local Authority area but is not confirmed to be on a school roll in the new area.
- 6.7.4 Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, and reasonable enquiries have failed to establish the whereabouts of a child and the school does not have reasonable

grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

6.8 Gypsy, Roma, and Traveller (GRT) pupils

- 6.8.1 The Trust recognises that Gypsy, Roma and Traveller families may have a valid reason to keep their children from school. This reason is where parent(s) are engaged in a trade or business that requires them to travel from place to place and therefore prevents their children from attending school. The Academy reserves the right to request sufficient evidence of this, otherwise it will be treated in line with this policy with regard to authorised and unauthorised absence.
- 6.8.2 Nevertheless, each child must attend school as regularly as that trade or business permits and children over six years old must attend at least 200 sessions in each rolling 12-month period.
- 6.8.3 The law does not automatically reduce the number of days that children from Gypsy, Roma and Traveller families are expected to attend school; the Trust will seek to secure GRT pupils' attendance at 380 sessions each school year.
- 6.8.4 The Senior leader responsible for attendance will monitor this.

7.0 MONITORING ATTENDANCE

7.1 Daily monitoring

The Attendance Team will:

- Ensure that any pupil who arrives after the register has been taken, signs in at the reception office.
- Ensure the attendance register is updated with details of pupils who arrive late.
- Ensure details of pupils and the reasons for the late arrival are communicated to the identified attendance team in school.
- Ensure electronic attendance registers are taken by the published time.
- Should the electronic attendance register system not be available, ensure paper registers if required and ensuring the electronic register is updated as soon as possible
- Ensure accurate details are noted of parents/carers contacting the Academy about their child's absence – including the reason for the absence and the likely length of absence.
- Contact parents/carers by telephone who fail to notify the Academy of their child's absence by the published start time of the school day, on the first day of absence, ensuring that any follow up action required as a result of the contact with the parent/carer is flagged up to the attendance officer/head of year and senior leader responsible for attendance.
- Contact by phone or send a text to all parents/carers of pupils arriving late to the Academy, informing them of their child's failure to arrive on time.

- Ensure no pupil is allowed to leave the Academy for an appointment without the presence of a parent/carer and appropriate authorisation.
- Send a daily update to the senior leader responsible for attendance providing the percentage level of attendance and punctuality each day and the cumulative attendance for the term.
- Make follow-up phone calls to parents/carers of absent pupils who have been identified as at-risk, to challenge absences and encourage early return to the Academy.
- Authorise appointments in line with this policy.
- Escalate any absences causing concern to the senior leader responsible for attendance.

7.2 Regular monitoring

The Attendance team will:

- Produce regular attendance and punctuality data by class and by pupil – decided on a case by case basis.
- Ensure parents/carers are contacted in line with this policy.
- Produce termly attendance and punctuality data for analysis.
- Display termly data on attendance and punctuality in a prominent place visible to pupils.
- Ensure good attendance is reported to contribute as part of the academy's reward procedures.
- Provide reports to the Senior Leader responsible for attendance.

The senior leader responsible for attendance will:

- Agree appropriate intervention strategies for each pupil.
- Agree list of pupils requiring attendance meetings.
- Provide the Principal, CEO Principal and LGB/LAB with data on attendance and punctuality, including data about pupils who are persistent absentees and leave of absence requests and their outcomes.
- Put targets and strategies in place to improve attendance for those identified pupils/ groups.

8.0 ABSENCE SUPPORT

8.1 Contact on first day of absence:

Contact must be made with home on the first day of absence. In line with section 6.2 of this policy, the Academy will endeavor to make contact with a parent either by phone call, or text to establish the reason for an absence.

8.2 Home Visit

The Academy may conduct a home visit to make contact with parent and pupils. This may be conducted by any member of Academy, or by an agency appointed by them.

8.3 Letter Home

Parents will receive a letter from the Academy detailing their child's attendance and what support is available to them. Letters will be sent in line with section 7.2 of this policy.

8.4 Attendance Review Meetings

8.4.1 Where attendance or punctuality continues to be a concern, then an attendance review meeting with the pupil and parents may be called.

8.4.2 The purpose of this meeting is to ensure that parents are aware their child's attendance is below expectation and is having a negative impact on their education. Absences for this group of pupils will not be authorised unless evidence is provided as to the reason for absence, for example proof of medication or a hospital letter.

8.4.3 The meeting will:

- Discuss levels of authorised and unauthorised absences.
- Discuss punctuality levels.
- Discuss causes for the levels of absence and lateness.
- Provide challenge and support to improve attendance and punctuality by the school, parent/carer, pupil and, where appropriate, other external agencies.
- Set an action plan (Attendance Improvement Plan) with achievable and realistic attendance and punctuality targets.
- Set a review date.

8.5 Re-integration of pupils following long term absence

8.5.1 The Academy recognises the key role it can play in ensuring successful reintegration of pupils returning after a prolonged period of absence.

8.5.2 The Academy will work in partnership with parents/carers and external agencies (if appropriate), to assist a smooth reintegration back into school, ensuring a flexible approach to meeting the pupil's needs.

8.5.3 All relevant staff will be informed of the child's circumstances and a member of staff will be nominated to oversee the pupil's return.

8.5.4 The pupil's peers will also be included to ensure they support the child's reintegration.

8.6 Persistent Absence – Fast Track Meetings

8.6.1 If a pupils' attendance is at risk, or at levels that would trigger the classification of 'Persistently Absent', the formal Fast Track process would be started in line with Leeds City Council protocols.

8.7 Formal Attendance Panel Meetings

8.7.1 The school reserves the right to call formal attendance panel meetings when they have concerns about a pupil's attendance.

8.8 Persistent Absence – Penalty Notice

8.8.1 The Academy may take the decision to follow a route of prosecution where there is prolonged 'Persistent Absence'. This process can involve an initial Penalty Notice arising from any of the following circumstances:

- No improvement following a Fast Track review meeting.
- Attendance falls below 90%.
- Inappropriate condoned parental absence.
- Unauthorised or excessive term time holidays.
- Persistent late arrivals to the Academy.
- Truancy or failure to attend lessons.
- Being out in a public place or being in sight of the Academy while excluded.
- A minimum of 10 Academy sessions lost due to unauthorised absence.

8.8.2 Section 23 of the Anti-Social Behaviour Act 2003 allows penalty notices (fines) to be issued to parents/carers. They are an alternative measure to the prosecution of parents/carers who fail to ensure that their child attends school. A penalty notice will be issued by the local authority in line with its code of conduct when a child's absence has not been authorised by the school. This is issued to any adult with parental responsibility for each child. The penalty is £60 per parent/carer per child if paid within 21 days, increasing to £120 per parent/carer per child if paid between 21 and 28 days. If one or both parents/carers fail to pay the penalty notice in full, then the local authority may decide to prosecute the parents/carers. Payments are made directly to the Local Authority. If the Local Authority do not receive payment they may then progress the matter to the Magistrates' Court. The Academy does not receive any monies attributed to the Penalty Notice.

8.9 Persistent Absence - Parental Prosecution

8.9.1 Parents/ carers are legally responsible for ensuring their child receives a full time education. Failure to do so may lead to a Parental Prosecution in the Magistrates Court and the possibility of receiving a Parenting Order or a fine up to £2,500 or a prison sentence for each parent / carer. Prosecutions at this level would only be sought in exceptional circumstances, where the Academy felt that all strategies had been used in seeking to improve attendance and that parents / carers were failing to co-operate.

8.9.2 If a child fails to attend school regularly at which they are registered then the parents/carers may be guilty of an offence and may be prosecuted by the Local Authority. They have the power to prosecute parents/carers who fail to comply with a school attendance order under section 443 of the Education Act 1996 or fail to ensure their child's regular attendance at a school under section 444 of the Education Act 1996. The fines available to the courts if the parents/carers are found guilty could be between £1000 and £2500. The courts can also sentence parents/carers for imprisonment for up to 3 months.

8.10 Persistent Absence – Education Supervision Order

8.10.1 An Education Supervision Order can be used in order to work with families and schools, often with the support of external agencies, to secure a return

to regular attendance. An application to secure an Education Supervision Order is heard by the Family Proceedings Court where Magistrates have the power to grant the order.

8.11 Removal from the roll of the school

8.11.1 Schools must only remove compulsory school aged children from the roll of the school under certain circumstances defined in Education (Pupil Registration) (England) Regulations 2006.

8.11.2 Schools must complete the Trust's deletion from roll checklist and await approval from the Principal before removing a child from the roll of the school.

8.11.3 For removal from roll for elective home education (EHE), schools must follow the EHE guidance and liaise with the Local Authority before removing a child from the roll of a school.

8.11.4 Schools are advised to discuss with the CEO Principal any cases where children are missing from school and their whereabouts are not known. This should be done prior to submitting a referral to the local authority's CME team.

9.0 FREQUENTLY ASKED QUESTIONS

9.1 What happens if your child arrives after the published registration time?

9.1.1 The Academy will mark the child as late with a U code (see Section Glossary for a glossary of terms).

9.2 What does each percentage of absence mean?

9.2.1 The tables below equate percentage attendance to time missed from school.

9.2.2 Table 1: Attendance over one whole school year for each pupil:

Descriptor	Threshold Attendance	Actual Attendance	Whole days Absent	Learning Hours lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
	98%	186	4	20
	97%	184 days	6	30
SCHOOL TARGET	96%	182.5 days	7.5	37.5
	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
	90%	171 days	19	95

Persistent absence	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
	86%	163 days	27	135
	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

9.2.3 Table 2: Attendance over 5 years for each pupil:

Attendance	Missed Weeks
85-90%	19 weeks = ½ year absence from school
80%	38 weeks = 1 full year absence from school

9.3 What happens if your child does not attend school?

9.3.1 You may receive a phone call, text message, letter or be asked to attend an attendance review meeting. See section 8 of this policy.

9.4 What further support may be offered if your child is not attending school?

9.4.1 You may be asked to attend an attendance review meeting, see section 8 of this policy.

9.5 Why is regular school attendance so important for my child?

9.5.1 Regular attendance at school means that your child can make the most of their education and improve their chances in adult life.

9.5.2 School can also help your child's social skills such as making and developing friendships. A regular and punctual attendance pattern will help your child when they enter the world of work.

9.5.3 The link between attendance and attainment in school is clear. The more a pupil is in school the more they increase their opportunity to fulfil their potential.

9.6 Why is Punctuality important?

9.6.1 Schools are legally required to take a register of pupils first thing in the morning and at some point in the afternoon. The government advises that schools can keep the register open for up to 30 minutes though the school can set a shorter period of time.

- 9.6.2 If a pupil is late but the register is still open they are marked as late. If the register has already closed when a pupil arrives late and without a satisfactory explanation, it may be classed as an unauthorised absence.
- 9.6.3 This may lead to legal action for not ensuring regular and punctual school attendance.
- 9.6.4 Punctuality is important because if, for example, a child arrives 15 minutes late at school each day, they lose almost 2 weeks of education a year.

9.7 Why can't we have holidays during term time?

- 9.7.1 The law states that parents do not have a right to take their child out of school for a holiday during term time. Only in exceptional circumstances may a Principal grant permission for leave.
- 9.7.2 The school governing body sets out the requirements for permission to be granted for term time leave. Please contact your child's school if you wish to know more about this.
- 9.7.3 Parents who choose to take their child out of school without written permission from the school may be issued with a fixed penalty fine.

9.8 How can I help my child attend school regularly?

- 9.8.1 Talk to your child about school.
- 9.8.2 Take a positive interest in your child's work, including homework.
- 9.8.3 Make use of school planner to those academies that use them.
- 9.8.4 Keep in touch with school staff.
- 9.8.5 Contact school on the first day of absence if your child is unable to attend for whatever reason.
- 9.8.6 Attend parents' evenings and other school events.

9.10 What should I do if I'm worried about my child's school attendance?

- 9.10.1 The first thing to do is to contact the school to discuss your concerns.

9.11 What are my responsibilities regarding my child's school attendance?

- 9.11.1 As a parent/carer it is your responsibility to ensure that any child of compulsory school age attends school both regularly and on time. The local authority has a duty to make sure that all parents/carers fulfil this responsibility.

9.12 What if my child's school attendance does not improve?

- 9.12.1 If you continue to fail in your responsibility you may:

- Be included in the Fast Track System, which means you will be given 12 weeks to improve your child's attendance.
- Receive a Fixed Penalty Notice, which is a fine of £60 per parent/carer for truancy, holidays in term time or poor attendance/punctuality.
- Be prosecuted in the Magistrates' Court, which could result in you receiving a Community Order, a fine of up to £2500 per parent/carer or a custodial sentence.
- See your child issued with an Education Supervision Order, which would mean your child attending court and certain measures being put in place regarding attendance at school.

9.13 How will regular school attendance help my child?

9.13.1 School gives your child a wide range of opportunities and experiences in the form of academic lessons, educational trips and school clubs allowing them to develop their interests and achieve their full potential. Regular school attendance means that your child can make the most of their education.

10. GLOSSARY OF TERMS

'Session'	is a term related to the recording of absence data - every school day must have two 'sessions' (morning and afternoon), divided by a break, for which attendance must be recorded.
'Authorised absence'	means that the school has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence.
'Unauthorised absence'	is where the school is not satisfied with the reasons given for an absence.

Appendix 1:
ATTENDANCE SUMMARY INFORMATION 2023-2024

The following information is available to view on each of the academy websites:

1) ATTENDANCE STATEMENT

2) ATTENDANCE TEAM CONTACT INFORMATION:

Name, role and contact details for:

- SLT member responsible for Attendance.
- Administration Team Contact.
- Governor responsible for attendance.
- Leodis Family Support Worker.
- LSS Cluster Co-ordinator.

3) TIMINGS OF THE SCHOOL DAY

- Doors open.
- School starts.
- AM registers close.
- Time pupils marked late.
- PM registers close.