



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

# Forest Lodge Academy

# Attendance

# Policy

**Review frequency:** Annually

**Approval:** Governing Body

Date: April 2018

## **Policy Statement**

### **Introduction**

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

Each academy must have a policy which sets out clearly:

- strategies to promote good attendance
- the procedures for monitoring attendance
- the mechanisms for dealing with poor attendance
- action taken when an absence is unexplained.

It is our intention to ensure that every child and young person enjoys coming to school by providing a stimulating, challenging and secure environment. All pupils will be encouraged to be regular attendees, which will ultimately enhance their learning.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time-keeping for all pupils and this will be communicated through regular contact with parents/carers.

Absences must be kept to a minimum and will be authorised in line with Government Guidelines. Continuity of learning can only take place through regular attendance.

L.E.A.D. Academy Trust recognises and adheres to each relevant local authority's Children and Families Penalty Notices for Truancy, Excluded Pupils, Persistent Lateness and Unauthorised Holidays in Term Time Local Code of Conduct.

### **Legal Framework**

Department of Education guidance on attendance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/518586/Advice\\_on\\_school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/518586/Advice_on_school_attendance.pdf)

Government overview of attendance and absence:

<https://www.gov.uk/school-attendance-absence/overview>

Statutory guidance on Children Missing Education also applies to academies

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395138/Children\\_missing\\_education\\_Statutory\\_guidance\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 (which made an amendment to the Education (Penalty Notices) (England) Regulations 2007 Regulations to decrease the period of time parents have to pay a penalty notice) are explained in this document: [http://www.legislation.gov.uk/uksi/2013/757/pdfs/uksiem\\_20130757\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/757/pdfs/uksiem_20130757_en.pdf)

The amendments remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers cannot grant leave of absence during term-time unless there are exceptional circumstances. If the circumstances are considered exceptional the Headteacher should determine the number of school days a pupil can be away from school if leave is granted.

**Cross Reference:** Child Protection and Safeguarding Policy; Equality Policy

## **Model Policy**

The aims of the policy are:

- to give a clear outline of our strategies to promote good attendance
- to explain the procedures for monitoring attendance
- to clarify the mechanisms for dealing with poor attendance.

It is our intention to ensure that every pupil enjoys coming to the academy by providing a stimulating, challenging and secure environment. All pupils will be encouraged to be regular attendees, which will ultimately enhance their learning.

Absences must be kept to a minimum and will be authorised in line with Department for Education Guidelines. Continuity of learning can only take place through regular attendance.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers in line with the Trust 'traffic light' banding system which sets out proposed actions relating to school attendance.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time-keeping for all pupils and this will be communicated through regular contact with parents/carers.

The academy recognises and adheres to each relevant local authority's Children and Families Penalty notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time Local Code of Conduct and the latest DfE guidelines.

**Registration time** is:

Morning	8:50 am
Afternoon	1:00 pm

The register remains open until 9:30am, any child arriving after 9:30am will be marked late.

Lates and unauthorised lates are added into the class electronic registers by the Learning Behaviour Mentor

## **Registration**

- Only authorised persons may complete registers and must be taken at the same time twice a day.
- Electronic registers are used in every class as part of the School's Information Management System (SIMS).
- If the electronic register cannot be taken then the office administrator will provide a paper register and will then input it on the electronic register from the office.

## **Monitoring Attendance**

- All pupils' attendance is monitored daily, and every week's data from the electronic register is analysed.

- The academy operates a ‘traffic light’ banding system when monitoring attendance every week (please see next page)
- Statistical evidence for the whole academy and for individual classes is analysed every week and shared with staff.
- The Assistant Headteacher and the Family Liaison Worker review pupils’ attendance weekly
- The Education Welfare specialist reviews pupils’ attendance every half term.

#### **Authorised and Unauthorised Absence**

- Only the Headteacher can authorise absences.
- If letters/notes come from parents/carers directly to the teacher then these should be signed and dated by the teacher and sent to the office.
- If a teacher receives verbal communication then it must be recorded on the electronic register for the appropriate days, otherwise the office administrator must be informed so that it can be recorded from the office.
- All information about absences and logs of the academy’s attempts to make contact with home is recorded electronically on SIMS and in pupil absence records.
- Unexplained absences must be investigated immediately by contacting the pupil’s home directly on the first day of absence.
- If there has been no communication on the first day of absence the Family Liaison Worker is informed to follow up the absence.
- If a pupil has not returned to the academy and there has been no contact made then the Educational Welfare Officer will visit the home.
- If a pupil is absent and no contact has been successful by the academy or the Educational Welfare Officer, the pupil may be referred to Social Care or the Police in line with the academy’s Child Protection and Safeguarding Policy.
- If a pupil is missing for more than two weeks then s/he will be referred as a missing child to Education Welfare.
- Pupils’ attendance is monitored and tracked against an ‘Attendance Risk Register’ which clearly sets out the tiers for escalating procedures for poor attenders/persistent absentees including prosecution.

## L.E.A.D. Academy Trust Attendance Bands

**100%  
only**

### **Band 1**

#### **Blue (rewards, recognition and extended privileges)**

No action required. A range of rewards & privileges available and the best chance of your child fulfilling their full potential.

**95%  
Above**

### **Band 2**

#### **Green (rewards and recognition)**

If your child attends school above 95% of the time they will receive regular positive recognition, a range of rewards and above all the best opportunity to achieve academic success.

**95%  
to  
92.5%**

### **Band 3**

#### **Amber 1 (attendance concern meeting)**

If your child's attendance falls into this band, a letter will be sent inviting you to an attendance concern meeting with the pastoral lead. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set.

**92.5%  
to  
90%**

### **Band 4**

#### **Amber 2 (attendance concern meeting)**

If your child's attendance falls into this band, a letter will be sent inviting you to an attendance concern meeting with the pastoral lead. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set.

**90%  
to  
86%**

### **Band 5**

#### **Red 1 (attendance panel meeting)**

If your child's attendance falls into this band you will be invited to attend an academy attendance panel meeting. At the meeting will be a member of the academy senior leadership team and the Academy attendance officer. This is the final opportunity to demonstrate an ability to improve attendance before moving towards the prosecution stage.

**Below  
86%**

### **Band 6**

#### **Red 2 (Local Authority pre-prosecution meeting)**

If there are no improvements within the timescale agreed at the Academy Attendance Panel Meeting, a pre-prosecution panel meeting with the Authority Attendance Service will be conducted. Final targets for improvement will be set and prosecution procedures explained. If the final targets are still not met then the Authority Attendance Service will move to prosecute.

### **Holidays**

- No holidays can be authorised during term time (in accordance with the law).
- If a family is affected by extremely difficult circumstances then the Headteacher may reserve the right to authorise 'leave of absence'. 'Leave of absence' will only be authorised for one day in the most testing and difficult circumstances. Authorisation in these circumstances should be requested prior to booking flights or the organisation of any other arrangements to avoid difficulties or financial loss.
- Where families are known to have taken pupils out of the academy during term time without prior agreement, proceedings will commence for Penalty Notices to be issued. These are issued per pupil/per adult.
- Due to the Year 6 Statutory Assessment Tests (SATs), the academy cannot condone any absence during the SATs week in May. Pupils who are knowingly taken from the academy to go on holiday during SATs will be referred to Education Welfare for Penalty Notices to be issued.

### **Lateness**

- Pupils arriving after registration period should report to the main reception giving the reason for lateness; this information and the time of arrival is logged through our Inventory system. The Inventory system/SIMs data is reviewed weekly and parents are contacted to follow up lateness.
- Lateness after 9:30am will be unauthorised and persistent lateness may result in a referral to Education Welfare. A Penalty Notice may be issued.

### **Rewards**

- Individual certificates or similar are given to pupils for a full half term's 100% attendance.
- All certificates are presented in an assembly and the names of those with 100% attendance are put into a prize draw.
- Class teachers/form tutors devise rewards for punctuality and attendance in consultation with their classes.
- Children are told their attendance each week and are rewarded if it increases.
- The class with the best attendance of the week is given a certificate and the class may receive prizes.
- Every class/year group has a display focused on attendance where class certificates and the class percentage are displayed.
- There is an attendance display at the academy to inform pupils/parents/carers of the percentage of attendance for their child's class.

### **Communication with parents/carers**

- Parents/carers are regularly informed about attendance issues in the half termly newsletters.
- Letters are sent about absence and lateness, stressing the legal requirements for pupils to attend and the financial penalties that may be served for non-attendance.
- Parents/carers of pupils whose attendance is causing concern are sent letters to inform them of the academy's intended actions in line with the 'traffic light' banding system.

- An Education Welfare specialist is consulted if the attendance of any pupil begins to cause the academy concern. Families causing concern are also supported by the academy in resolving any attendance issues.
- The academy will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to the academy.

### **Penalty Notices**

Under the Anti-Social Behaviour Act 2003, the Education Welfare Service has the power to issue Penalty Notices and to take legal action:

- against the parents/carers of any pupil who fails to attend school regularly;
- at the request of the Headteacher in respect of any pupils who are regularly late after the close of the register;
- Where unauthorised absences have occurred due to unauthorised holidays being taken in during term time.

All of the above is subject to the academy making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the academy website and ensuring the Governing Body have adopted the policy and therefore support the action.

### **Review**

- Senior Leadership Team and Governors review the effectiveness of this policy annually.
- Statistical analysis is completed every week and updated each half term to be included in the Headteacher's Report to Governors.
- Attendance is monitored by the Trust during the termly QA visits conducted by the Director of Schools and the attendance data for each academy is scrutinised by the Trust Board