



Attendance Policy

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1. Statement of Intent

ATTENDANCE POLICY

1.1 Leigh Academies Trust is committed to providing a full and efficient educational experience to all students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. All Academies will employ a wide range of strategies to do all they can to ensure maximum attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as a priority.

1.2 It is a fundamental ethos of Leigh Academies Trust to celebrate success and achievement. Excellent attendance and punctuality is fundamental to a productive and successful education and career. Academies will actively promote and encourage 100% attendance by all of our students.

1.3 Parents and carers have a vital role, as well as a legal responsibility to ensure good attendance. Each academy will give high priority to develop effective links and convey to parents, carers and students the importance of regular and punctual attendance.

1.4 The need to work in partnership with parent and carers is essential and will be the responsibility of each Academy to identify, investigate and communicate concerns as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.

1.5 Leigh Academies Trust is committed to promoting race, disability and gender equality within all practices and procedures related to attendance and punctuality.

1.6 It is only the Principal(s) of each Academy in the Trust who can authorise absence.

2. Principles

Each Academy will:

2.1 Ensure that all staff are aware of the Roll Call / Registration procedures and receive appropriate Professional Development with regard to these.

2.2 Complete Roll Call accurately at the beginning of each morning and afternoon session, including registration during every lesson of the day.

2.3 Stress to Parents / Carers the importance of contacting the Academy on the first day of absence, and provide effective mechanisms for them to make contact with the Academy.

2.4 Promote the importance that full attendance and punctuality play in achieving the best possible educational outcomes.

2.5 Through consultation days and reporting systems, ensure that parents, carers and students are made aware of the attendance pattern and provide an opportunity to

discuss how it may affect learning and offer supportive strategies to improve attendance.

2.6 Work towards ensuring that all students feel supported and valued.

2.7 Support students who have difficulty accessing education through the work of the Academy support, Trust Attendance and Welfare Officer and Local Authority, Early Help, Schools Liaison Officer

2.8 Actively promote and encourage 100% attendance

Parents / Carers will:

2.9 Actively promote and encourage 100% attendance

2.10 Contact the school whenever the student is absent on the first day and on each day after, of absence.

2.11 Provide proof of medical appointments and medical treatment if required to do so by the Academy.

2.12 Avoid removing their child during the Academy day.

3. Procedures for recording attendance, absence and punctuality.

3.1 The statutory recording of attendance and absence at the start of each session is known as Roll Call. This is undertaken within the first 15 minutes of the morning and afternoon sessions.

3.2 Wherever possible this Roll Call is taken 'electronically' by register calling or via biometric system.

3.3 The recording of attendance and absence to all other lessons will be known as Registration.

3.4 Only designated staff will undertake the recording of attendance and absence. Staff will be reminded of their legal duty to complete and submit Roll Call at the appropriate time, and using the correct registration codes (**Appendix 1**). No student will undertake the process at any stage.

3.5 Parents/Carers and Students should be aware of the Academy times to ensure punctuality. These can be found on the Academy website.

3.6 Registers for Roll Call will officially close 15 minutes after the start of the am/pm session. After this time the students will be registered as late.

3.7 Students regularly arriving to school late may incur appropriate sanctions, including college and/or Academy detention. Parents/Carers will be contacted to discuss the matter further.

3.8 The Academy will provide a dedicated phone recording facility to enable parent / carers to effectively communicate an absence.

3.9 When a student is sick whilst at the Academy, they are to report to the relevant College Administration Office who will contact Parents/Carers to confirm that the student may leave the Academy site.

3.10 Prior to leaving the Academy site, all students must report to reception and be officially signed out. If Parents/Carers are unable to collect their child and they are of secondary school age, and have given verbal permission for the student to leave the Academy, they will be issued with an exit pass which confirms the student has permission to leave the site. This requires the Parents/Carers to contact the Administration Office as soon as the student arrives home.

3.11 Post 16 students who wish to leave the site during the Academy day must adhere to the signing out procedures determined by the Director of Learning for Post 16.

4. Strategies for Improving Attendance and Punctuality.

4.1 The person responsible for leading attendance in each Academy will meet regularly with relevant staff and make them aware of significant attendance trends and patterns and seek their support to address any issues with students, parent / carers and other stakeholders. This may include Student Services, Tutors, Directors of Learning, College Leadership teams, Trust AWO and other staff as appropriate.

4.2 Attendance, punctuality and its impact on learning and progress will be a key area for discussion between Tutors, Student Support, College Leadership teams and parent / carers during consultation days.

4.3 A range of positive strategies will be used to reward individual students and groups for outstanding and/or improved attendance.

4.4 Regular attendance meetings will be held between individual colleges and the Trust Attendance and Welfare Officer.

4.5 Student attendance data may be shared with Parents/Carers, Local Authority, Early Help, School Liaison Officer, Social Services, Police, relevant LEA's, Ofsted and the DfE.

4.6 A student is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. An academy will consider students below 95% at risk. Students who fall into either of these categories, will be monitored by the Academy attendance teams and the Trust Attendance Officer, and a possible referral to the Local Authority. KCC Early Help School Liaison Officer will take on the case should attendance remain poor after Academy interventions.

5. Absence of Leave during Term Time

5.1 The Academy may not grant any leave of absence during term time unless there are very exceptional circumstances. These could include: Service Personnel returning from tour of duty, absence of leave recommended by a health professional as part of a parent/s or the child's rehabilitation, the death or terminal illness of a person close to the family, to attend a wedding or funeral of a person close to the family. (Ref KCC Education Penalty Notices Code of Conduct, effective from 1st January 2016)

5.2 Applications for Leave of Absence must be made in writing to the Principal of the Academy. The Principal of the Academy will make the decision of acceptance or refusal. The academy can take into account the students previous record of attendance into account. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short'.

5.3 If absence is not authorised and the leave of absence of at least 10 sessions (5 days) is taken, a referral will be made to the Education Welfare Office who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each Parent for each child taken out of the Academy.

6. Penalty Notices

In line with KCC Education Penalty Notices Code of Conduct, effective from 1st January 2016, the academies follow set procedures for issuing penalty notices. KCC Inclusion and Attendance Service takes responsibility for issuing Penalty notices and taking other legal actions following referral by the academy.

Circumstances where a Penalty Notice may be issued:

Unauthorised absence:

6.1 A Penalty Notice can only be issued in cases of persistent unauthorised absence.

6.2 Parents/Carers and students are supported by the academy and Local Authority to overcome barriers to regular attendance. Sanctions of any nature are used where parental cooperation in this process is either absent or deemed insufficient to resolve the presenting problem.

6.3 As a means of enforcing attendance where there is a reasonable expectation that its use will secure improvement.

6.4 Where a student has been absent or late for a period/periods of time and the absence or lateness has not been authorised by the Academy.

6.5 After the Academy has taken steps to resolve attendance concerns/warned the parent/carer of possible Penalty Notice referral, the academy will refer directly to KCC Inclusion and Attendance Service/Local Authority EWO, to issue a Penalty Notice for unauthorised absence:

- . absent for 10 or more half day sessions without authorisation during any 100 possible school sessions – these do not need to be consecutive
- . persistently late for up to 10 sessions after register has closed (15 minutes)
- . unauthorised absence for any public examination of which dates have been published in advance
- . unauthorised absence for any formal school assessments, tests or examinations where the dates have been published in advance
- . unless the issuing of the PN in these circumstances would conflict with other interventions in place such as Early Help.

6.6. Unauthorised Term Time Leave: see section 5

6.7 Exclusion:

where an excluded child is found in a public place during school hours of day 1-5 of any fixed term or permanent exclusion.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

7 Monitoring and Evaluation

7.1 Academy attendance data will be published for consideration at every Academy Board meeting. It may also be submitted to the Trust Academies Standards Committee as required.

7.2 Attendance Data will be produced regularly and distributed to the Senior Leadership Team to enable interventions to occur

7.3 The relevant Senior Leader and Student Support Manager or Support Mentor within each college will be responsible for monitoring attendance in their college.

7.4 The Principal of each college has responsibility for the attendance figures, and actions to improve attendance within their college.

7.5 A Designated Principal/Senior Leader has overall responsibility for the publication and monitoring of the attendance data for the whole Academy.

7.6 Attendance Data will be collected via the DfE Census three times per academic year.

Appendix 1 CODE DESCRIPTION

/ Present (AM) \ Present (PM)

- . **B** Educated off site (NOT Dual registration)
- . **C** Other Authorised Circumstances (not covered by another appropriate code/description)
- . **D** Dual registration (i.e. pupil attending other establishment)
- . **E** Excluded (no alternative provision made)
- . **F** Extended family holiday (agreed)
- . **G** Family holiday (NOT agreed or days in excess of agreement)
- . **H** Family holiday (agreed)
- . **I** Illness (NOT medical or dental etc. appointments)
- . **J** Interview
- L** Late (before registers closed)
 - . **M** Medical/Dental appointments
 - . **N** No reason yet provided for absence
 - . **O** Unauthorised absence (not covered by any other code/description)
 - . **P** Approved sporting activity
 - . **R** Religious observance
 - . **S** Study leave
 - . **T** Traveller absence
 - . **U** Late (after registers closed)
 - . **V** Educational visit or trip
 - . **W** Work experience
 - . **X** Non-compulsory school age absence
 - . **Y** Enforced closure

- . **Z** Pupil not yet on roll
- . **#** School closed to pupils