



Attendance and Punctuality Policy

This policy is complementary to other Academy policies particularly those relating to Managing Pupil Behaviour through Recognition, Rewards and Positive action, The Home – Academy Agreement and the Tutorial Cycle.

This policy has taken account of DfE *Guidance for Schools and Local Authorities – Absence and attendance Codes*.

Purpose

To promote excellent attendance that will contribute to maintaining a positive Academy Ethos and Culture and secure a climate for Effective Learning and Achievement.

Objectives

1. To promote full attendance to the Academy
2. To reward Pupils and celebrate the success of Pupils who achieve good, excellent or improved attendance.
3. To challenge Pupil attendance where it falls below the Academy average (of 94.6%), ensuring appropriate levels of support and intervention are maintained.
4. To engage with external agencies, including Education Welfare to monitor, support and intervene where attendance is a cause for concern and falls below 85%.

Guidelines

Appendix 1 Procedures for Registration, Lateness, and Absence

Appendix 2 Roles and Responsibilities for Monitoring, Support and Intervention

Appendix 3 Registration Codes

Appendix 4 Leave of Absence

Appendix 5 Attendance Certification and Standards

Appendix 1 - Procedures

Registration

All Pupils are required to attend the Academy Monday – Friday from 8.55 am. Early Years finishes at 3.15pm, Years 1 & 2 at 3.20pm and Years 3, 4, 5, 6 at 3.30. Additional activities may be arranged where the finishing time will be approximately 4.15pm.

In order to record attendance at the Academy the Pupils are registered at the start of the morning and afternoon sessions using an electronic registration system. Pupils may arrive at the Academy between 8.45am and 8.55am each morning.

Lateness

Any Pupils arriving after 9.00am must sign the late register at reception giving a reason for the lateness. Lateness of less than 30 minutes must be shown as an L on the register by the Office Staff. Lateness of more than 30 minutes is unauthorised absence and recorded as a U code by the Attendance Officer. Repeated lateness will be followed up by the class teacher with the Pupil concerned and if the problem continues then with parents/carers and Principal. If lateness is persistent (and occurring as unauthorised absence), follow up should involve the Education Welfare Officer.

Persistent lateness should be managed in accordance with the Policy for Managing Pupil Behaviour through Recognition, Rewards and Positive Action (see Appendix 2 of this policy).

Absence

All Pupil absence must be notified to the Attendance Officer as soon as possible on the day. This may be done by telephone or a letter clearly labelled F.A.O Attendance Officer. Pupil medical appointments must also be notified in advance and an appointment card may be asked for in some circumstances. If PTs receive absence notes from parents/carers they must be forwarded to the Attendance Officer and placed on the Pupil's file.

If the Academy has not received notification the Attendance Officer will telephone the parent/carer confirming that the Pupil is absent and ask for an explanation. The Personal Tutor will be advised of the reason for absence (via the electronic register) and a note of the contact will be entered on the Pupil's file. The Attendance Officer will update the register and inform the class teacher and if appropriate the Principal.

The class teacher should support the monitoring of any absences which remain unauthorised. (A note can be placed in the Pupil's organiser requesting an explanation from parent/carer / telephone calls home / updating attendance records as part of parent consultation meetings). If the absence still remains outstanding the Attendance Officer will produce further letters to be sent to the parent/carer referring the matter to the Principal.

Planned absence

Any planned *unavoidable* absence should be negotiated with the Operational Principal and will require approval. Parents /carers must complete a Leave of Absence form (see Appendix 4) from the Academy Reception.

Leaving the Academy

During the Academy day pupils must not leave the Academy premises without permission. Pupils are only allowed to leave the Academy during the day under the following circumstances:

- All Pupils can only leave the Academy with a Parent or adult with the Parent's permission. On leaving the premises the Pupil should be signed out and sign in on their return. If the Pupil is attending a medical / dental appointment, appointment cards will be required to authorise absence.

Appendix 2

Roles and Responsibilities

Monitoring, Support and Intervention including Education Welfare

The class teacher and the Attendance Officer are responsible for daily monitoring of attendance and punctuality (see Appendix 1). The class teacher and the AO should seek support from the Principal where there are concerns regarding absence and/or lateness. All incidents of known truancy should be reported to the Principal.

The Attendance Officer is responsible for the production of reports for these meetings using the threshold of Pupils whose attendance falls below 85%.

Attendance - DAILY

The Class Teacher will:

- ☐ Take the register for Pupils in their class
- ☐ Monitor missing marks (N codes)
- ☐ Monitor punctuality (L codes)

The Attendance Officer will:

- ☐ Contact parents / carers where there is an unexplained absence (telephone contact beginning at 10.00am / letters sent home where no contact made)
- ☐ Produce a Late report detailing Pupils who have been recorded as more than 10 minutes late to session 1.
- ☐ Receive calls/ contact from parents regarding absence and update the register accordingly.
- ☐ Pass on relevant information to Principal regarding unusual or long term absences
- ☐ Amend the registers

Attendance – WEEKLY

The Class Teacher will:

- ☐ Monitor the weekly 'Attendance Reports' – following up missing marks with Pupils /relevant staff/parents
- ☐ Amend the 'Attendance Report' with relevant information, signing and dating as appropriate

The Attendance Officer will:

- ☐ Produce a weekly Attendance Report and place in the PT folder
- ☐ Produce a weekly punctuality report and circulate to the Principal of pupils who have accumulated more than 30 minutes of lateness in the previous week.
- ☐ Amend the registers from information returned by class teacher on the 'Attendance Report'

Attendance – ONGOING

The Class Teacher will:

- ☐ Monitor and review Pupil attendance looking for patterns and trends with regard to absences
- ☐ Celebrate the achievement of Pupils who achieve excellent attendance
- ☐ Review attendance and punctuality formally with Pupils and parents / carers as part of consultations
- ☐ Seek support from DIV DOS where there are concerns about Pupil attendance


The Attendance Officer will:

- ☐ Monitor and review Pupil attendance looking for patterns and trends with regard to absences; generating reports every 4 weeks for the Principal.
- ☐ Monitor and review Pupil punctuality; generating reports every 4 weeks for the Principal.
- ☐ Produce reports for General Administration to generate certificates for Pupils who achieve 100% attendance (termly / annually)
- ☐ Produce reports for General Administration to generate certificates for Pupils who achieve good (95%-97.9%), Outstanding (98%-99.9%) annually.
- ☐ Produce Reports for Pupil attendance at 85% and below for monitoring, support and intervention by the Principal/ Vice Principal.
- ☐ Produce Attendance Certificates for Teachers to support the review of attendance and punctuality formally with Pupils and parents / carers as part of consultations
- ☐ Seek support from Principal/ Vice Principal/ EWO where there are concerns about Pupil attendance /punctuality

Appendix 3 - Registration Codes

Code	Explanation	Statistical meaning	Authorisation	INPUT
/ \	Present at registration	Present	teacher	LTs / PTs
B	Educated off site	Approved Educational Activity	VP / P	AO
C	Other authorised circumstances	Authorised Absence	VP / P	AO
D	Dual registration	Approved Educational Activity	VP / P	AO
E	Excluded	Authorised Absence	VP / P	AO
F	Extended family holiday	Authorised Absence	P	AO
G	Family holiday (not agreed or in excess of agreement)	Unauthorised Absence	VP/ P	AO
H	Family Holiday	Authorised Absence	P	AO
I	Illness (NOT medical or dental appointments)	Absent	teacher	AO
J	Interview	Approved Educational Activity	P	AO
K	Internal exclusion	Present	VP/P	AO
L	Late (before registers closed – 30 mins)	Present	teacher	LTs / PTs AO
M	Medical dental appointments	Authorised Absence	Teacher/VP/P	AO
N	No reason yet provided for absence	Absent	Teacher	LTs / PTs AO
O	Unauthorised Absence (not covered by any other code)	Unauthorised Absence	VP/ P	AO
P	Approved sporting activity	Approved Educational Activity	Teacher	AO
R	Religious observance	Authorised Absence	Teacher	AO
S	Study Leave	Authorised Absence	LTs* / PTs *	LTs* / PTs* AO
T	Traveller absence	Authorised Absence	VP / P	AO
U	Late after register closed	Unauthorised Absence	Office/VP/P	AO
V	Educational Visit	Approved Educational Activity	Teacher	AO
W	Work Experience	Approved Educational Activity	LTs / PTs	AO
X	Untimetabled sessions (post 16 only)	Not counted in possible attendances	DOS	AO
Y	Forced and partial closure	Not counted in possible attendances	P	AO

 Authorisation by PTs / LTs

 Post 16 only

PTs may 'authorise' Illness / Interviews / Medical or Dental appointments ONLY with written confirmation from parents – notes should be forwarded to AO who will update registers and place notes on the Pupil file

Appendix 4

Request for leave during term time



To: The Principal of Landau Forte Academy Greenacres Date.....

I request consideration of a grant of leave of absence from school during term time for:

my child (full name)

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are: -

.....

.....

.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) School(s) attended

.....

.....

(Signature of 1st parent/carer(s) Print Name.....

(Signature of 2nd parent/carer(s) Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions taken as leave during term time(this academic year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request:

SignedPrincipal Date:

Notification of decision: Date letter sent to parent/carer.....

Guidance Notes for Parents requesting Leave in Term Time

1. Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, **complete the attached form and send it to the Principal**. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. Head teachers cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Head teachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. Staffordshire County Council understands the challenges that some parents face when booking holidays particularly during school holidays. However, we believe that, in order to ensure children receive the best education and prospects, that they should be in school during term time.
5. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of: -
 - the **exceptional** circumstances stated that have given rise to the request
 - the stage of the child's education and progress and the effects of the requested absence on both elements
 - the overall attendance pattern of the child
 - frequency of similar requests
 - whether the parent made the request in advance
 - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.
6. Where parents have children in more than one school a separate request must be made to each school. The head teacher of each school will make their own decision based on the factors relating to the child at their school. However head teachers may choose to liaise with each other as part of their decision-making process.
7. Should the school decide to grant leave of absence, but the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.
8. Should the school decide **not to grant leave of absence** and parents still take their child out of school, the absence will be recorded as **unauthorised**, which may be subject to a Penalty Notice fine of £60 **per parent* per child**. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all school absences during term time and support head teachers in challenging parents who ignore the law.

* Generally the DfE states that parents include all those with day to day responsibility for a child.

Appendix 5 - Attendance Certification and Standards

Every Pupil will be issued with a statement of their attendance annually. For Pupils who have achieved good, outstanding or 100% attendance this will be accompanied by a certificate. For Pupils who have shown significant improvement in attendance (but fall below the 95% 'Good' standard) certificates may be awarded. Where attendance falls below 93%, depending on individual circumstances, improvement is needed. There will be monitoring, support and intervention as appropriate (shown in Appendix 2).

Where attendance fall below 85% this is a cause for concern and will be monitored by Education Welfare; appropriate support and intervention will take place (see appendix 2). Where attendance falls below 80% this is a serious cause for concern and may constitute Persistent Absence (as identified by DCSF). Intervention from Education Welfare will be requested by the Academy and appropriate support and intervention will take place (see Appendix 2).

Standard	Attendance rate	Action	Frequency
100%	100%	'100% Attendance' certificate	Termly Annually
Outstanding	98% - 99.9%	'Outstanding Attendance' certificate	Annually
Good	96% - 97.9%	'Good Attendance' certificate	Annually
Satisfactory	94% - 95.9%	See appendix 2 for appropriate monitoring, support and intervention.	
Needs Improvement	Below 94%		
Cause for Concern	80 - 85%		
Serious cause for Concern	Below 80%		

Academy average attendance = 95%

≈90% attendance = ½ day missed every week

≈90% attendance over 1 year = 4 missed weeks

≈90% attendance over 5 years = ½ Academy year missed

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Author: Louise Bridge, Principal	Signed and Dated:- Principal LRBridge 26/2/18
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