



LANDAU  
FORTE  
ACADEMY  
GREENACRES

<b>Policy Name</b>	<b>Attendance and Punctuality Policy</b>
<b>Date of Issue</b>	<b>June 2024</b>
<b>Author</b>	<b>L Bridge</b>
<b>Reviewed by</b>	<b>L Bridge</b>
<b>Date of next review</b>	<b>June 2026</b>

## Scope of the policy

This policy applies to Landau Forte Academy Greenacres

## Purpose of the policy

This policy is complementary to other Academy policies particularly those relating to managing positive behavior.

This policy has taken account of DfE Guidance on Working together to improving school attendance and attendance codes, the Equality Act 2010 and the UN Convention on the Rights of the Child.

This policy will be reviewed regularly. At every review, the policy will be approved by the Education Advisory Committee.

To promote excellent attendance at Landau Forte Academy Greenacres, that will contribute to maintaining a positive Academy Ethos and Culture and secure a climate for Effective Learning and Achievement. We do this by encouraging students to show compassion, curiosity and courage.

## Policy Detail

### Objectives

1. To promote full attendance to the Academy
2. To reward students and celebrate the success of students who achieve good, excellent or improved attendance.
3. To challenge student attendance where it falls below expectation 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 90%.

### Attendance

Parents are given attendance reports at parents' evening and minutes of lost learning due to being late. Family Support Worker contacts families where attendance is below 90%. This is to support families. Education Welfare Officer (EWO) will also meet with families where attendance is below 95%.

### Punctuality

Parents are informed of minutes of lost learning time. EWO will be present at the school gate monitoring late arrivals at least once a year. Family Support Worker to work with families who are consistently late.

### Registration Procedure

Gates open at 8.45am and registration is at 8.55am. Year groups are informed which gates to use. Reception leave at 3.15pm, Years 1 and 2 leave at 3.20pm and Years 3 to 6 leave at 3.30pm.

Parents will be contacted if a child is absent.

### Lateness

Children arriving after 9.00am will be marked as late. Parents will be informed if their child is frequently late and will receive a letter informing them of how many minutes of lost learning time.

### Absence

All pupil absence must be notified by 8.55am using Study Bugs, phone or e-mail. If the academy has not received notification the Office team will contact the parent/carer confirming the pupil is absent and ask for an explanation.

The Family Support Worker should support the monitoring of any absences which remain unauthorised and notes of phone call should be recorded on CPOMS. If the absence still remains outstanding the Office will produce further letters to be sent to the parent/carer.

## **Unauthorised Absence**

Where absence is occurring which has not been agreed by the Academy this will be marked as unauthorised. Definitions of unauthorised absence are:

- Truancy (including internal truancy)
- Excess absence
- Parentally condoned absence without good reason
- Holidays in term time
- Arrival after the register has closed

## **Planned absence**

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

## **Holiday/Leave of absence**

It is Academy policy to decline holiday requests except in exceptional circumstances as it impacts negatively on the continuity of education of all students. If a parent decides to go ahead with proposed leave, absence will be marked as unauthorised and a penalty notice may be issued.

It is the responsibility of all parents to ensure that their child maintains an acceptable standard of attendance at school and unauthorised absences may be referred to the local authority who may, if appropriate, consider issuing a penalty notice or other legal action.

## **Leaving the Academy**

Students are only allowed to leave the Academy during the day under the following circumstances:

- If prior permission is received from parent/carer and they are collected by parent/carer.
- If the Student is attending a medical/dental appointment, appointment cards will be required to authorise absence and they will be collected by a parent/carer.

## **Roles and Responsibilities Monitoring, Support and Intervention including Education Welfare**

The Family Support Worker and Office Manager are responsible for daily monitoring of attendance and punctuality. They should seek support from the Principal where there are concerns regarding absence and/or lateness.

Where further support is needed for the pupil regarding their attendance at school, they should be referred to the Family Support Worker. The Family Support Worker will also support the child in school.

Where the students' absence is of serious concern this should be reported to the Local Authority who are the statutory body for prosecution of parents/carers.

## **Attendance Flow Chart:**

### **Daily**

#### **The Class Teacher will:**

- Take the register for students in the Tutor group.
- Monitor missing marks (N codes).
- Monitor punctuality (L codes) and issue late reports for continued lateness.

#### **The Family Support Worker/Office Manager:**

- Receive calls/contact from parents regarding absence and update the register.
- Pass on relevant information to Safeguarding team.
- Amend registers.

#### **Family Support Worker/Office: -**

- Contact parents/carer where there is an unexplained absence.

### **Weekly**

#### **The Class Teacher will:**

- Monitor the weekly 'Attendance Reports' – following up missing marks with students/relevant staff/parents.

**The Family Support Worker/Office Manager will:**

- Send out fortnightly reports of whole school attendance to the Principal.

**Attendance – Ongoing monitoring.****The Class Teacher will:**

- Monitor and review student attendance looking for patterns and trends with regard to absences.
- Celebrate the achievement of students who achieve excellent attendance.
- Review attendance and punctuality formally with students and parents/carers as part of consultations.
- Seek support from the Attendance Officer where there are concerns about student attendance.

**The Family Support Worker/Office Manager will:**

- Monitor and review student attendance looking for patterns and trends with regard to absences; generating weekly/fortnightly reports.
- Monitor and review student punctuality; generating weekly/fortnightly reports.
- Produce termly reports on punctuality for the Principal.
- Produce Reports for student attendance at 90% and below for monitoring, support and intervention.
- Produce Attendance Certificates for Principal to support the review of attendance and punctuality formally with students and parents/carers as part of consultations.

**Positive action to improve attendance**

All students have access to a support network in school. Students with concerns can speak to any member of staff and Family Support Worker/SEN Inclusion Manager during the school day. We also have a Mental Health Officer within our team.

**Levels of intervention**

One absence	Attendance team will phone home to speak to parents. Class Teacher will speak to student on their return to school.
Attendance below 95%	Stage 1 letter sent to parents to inform them that the Academy are concerned about their child's attendance. Stating the legal requirement.
Attendance below 90% Family Support Worker/Principal to follow up	Stage 2 letter sent to parents inviting them in to school for a meeting with the Family Support Worker/Principal
Severe absence below 50% Education Welfare Intervention	Legal action that may be taken includes: <ul style="list-style-type: none"> <li>• Issuing a penalty notice: Parents receive a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. Failure to pay may result in prosecution.</li> <li>• Taking parents to court for unauthorised absence: Education Act 1996 Section 444(1) – magistrates can fine each parent up to £1000 per child, add costs and impose Parenting Orders</li> </ul>

**Attendance Certification and Standards**

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

Policy: Attendance and Punctuality Policy

Date of Issue: June 2024

## **Penalty Notice for Persistent Unauthorised absence**

This might be when support:

- isn't appropriate for the situation (e.g. for an unauthorised holiday in term time)
- is not successful
- has not been engaged with by Parent/Carer Can be considered where there are at least 20 sessions (10 school days) lost due to unauthorised absence during the current and previous terms. These absences do not need to be consecutive.

### **Severe Absence**

In cases where attendance is below 50% but includes unauthorised absence of more than 10 unauthorised absences in any term or 20 unauthorised absences over two consecutive terms a Penalty Notice would be deemed inappropriate and court proceedings may well be actively pursued leading to prosecution.

### **Penalty Notice Fines**

**Issuing a penalty notice:** Parents/Carers receive a penalty notice for each student who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. Failure to pay may result in prosecution.

**Taking Parents/Carers to court for unauthorised absence:** Education Act 1996 Section 444(1) – magistrates can fine each Parent/Carer up to £1000 per child, add costs and impose Parenting Orders.

## 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, 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.

**Request for leave during term time**



**To: The Principal, Landau Forte Academy Greenacres**

Date:.....

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

My child(ren) (full name(s)) ..... Class: .....  
..... Class: .....  
..... Class: .....

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) .....  
.....  
.....

Signature of 1<sup>st</sup> Parent/Carer(s) ..... Print Name.....

Signature of 2<sup>nd</sup> 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 for the above student to take leave during term time between the above dates.
- Request for leave is **NOT** agreed for the above student to take leave during term time between the above dates. Rationale to decline request: Holidays cannot be authorised.
- Request for leave is NOT agreed for the above student to take leave during term time between the above dates. Rationale to decline request: .....

Principal's Signature: ..... Date .....

Notification of decision (date letter sent to Parent/Carer): .....

## Appendix 3 - Registration Codes

<b>Registration Codes from 19/8/24</b>			
<b>Code</b>	<b>Summary</b>	<b>Rational</b>	<b>Classification of code</b>
/	<b>Present AM</b>	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attending
\	<b>Present PM</b>	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attending
L	<b>Late in registration time</b>	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attending
K	<b>Local Authority alternative provision</b>	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act.	Attending an approved educational activity
V	<b>Educational Visit</b>	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	Attending an approved educational activity
P	<b>Approved sporting activity</b>	The pupil is attending a place for an approved educational activity that is a sporting activity.	Attending an approved educational activity
w	<b>Work Experience</b>	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	Attending an approved educational activity
B	<b>School alternative provision</b>	The pupil is attending a place for any other approved educational activity within paragraph (11) of The School Attendance (Pupil Registration) (England) Regulations 2024	Attending an approved educational activity
M	<b>Medical Appointment</b>	The pupil is absent with leave for the purpose of attending a medical or dental appointment.	Authorised absence
J1	<b>Interview</b>	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence
S	<b>Study Leave</b>	The pupil is absent with leave for the purpose of studying for a public examination. Study Leave	Authorised absence
X	<b>Not required to attend</b>	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend	Not a possible attendance
D	<b>Dual Registered</b>	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil. Dual Registered.	Not a possible attendance
C	<b>Exceptional circumstances</b>	The pupil is absent with leave for any other purpose	Authorised absence
C1	<b>Regulated performance</b>	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
C2	<b>Part-time timetable</b>	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	Authorised absence
T	<b>Traveller</b>	The pupil is a mobile (i.e. Gypsy, Roma, Travelling) child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	Authorised absence
R	<b>Religious observance</b>	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	Authorised absence



<b>I</b>	<b>Sickness</b>	The pupil is unable to attend because of sickness.	Authorised absence
<b>Q</b>	<b>Local Authority failed to make access arrangements</b>	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13). Local authority failed to make access arrangements.	Not a possible attendance
<b>Y1</b>	<b>Normal Transport failed</b>	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Not a possible attendance
<b>Y2</b>	<b>Travel disruption due to emergency</b>	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Not a possible attendance
<b>Y3</b>	<b>Partial school closure</b>	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Not a possible attendance
<b>Y4</b>	<b>Whole school closure</b>	Whole school site unexpectedly closed.	Not a possible attendance
<b>Y5</b>	<b>Child in custody</b>	The pupil is unable to attend because they are in criminal justice detention.	Not a possible attendance
<b>Y6</b>	<b>Public health guidance</b>	Unable to attend in accordance with Public Health guidance or Law	Not a possible attendance
<b>Y7</b>	<b>Other unavoidable cause</b>	The pupil is unable to attend because of any other unavoidable cause	Not a possible attendance
<b>E</b>	<b>Excluded or suspended</b>	The pupil is excluded or suspended from the school for any other reason.	Authorised absence
<b>G</b>	<b>Family Holiday</b>	The pupil is absent without leave for the purpose of a holiday.	Unauthorised absence
<b>N</b>	<b>Not yet known</b>	The circumstances of the pupil's absence have not yet been established.	Unauthorised absence
<b>O</b>	<b>No reason or unsatisfactory reason</b>	No reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes classified as authorised.	Unauthorised absence
<b>U</b>	<b>Late after registration close</b>	Arrived in school after the registration closed	Unauthorised absence
<b>Z</b>	<b>Not on admission register</b>	Prospective pupil not on admission register	Administration Code, not collected
<b>#</b>	<b>Planned school closure</b>	Planned whole school closure	Administration Code, not collected

<b>Policy Name</b>	<b>Attendance and Punctuality Policy</b>
<b>Changes Made</b>	<b>General updates and new registration codes</b>
<b>Date Made</b>	<b>June 2024</b>
<b>Made By</b>	<b>L Bridge</b>
<b>Principal</b>	<b>L Bridge</b>

