



LANDAU
FORTE
ACADEMY
MOORHEAD

Policy Name	Attendance Policy
Policy Number	POL006
Date of Issue	December 2022
Author	Miss Dibden
Reviewed by	Mr T Cafferky & Miss H Dashfield
Date of next review	December 2024

Review date	By whom	Summary of changes made	Date implemented
January 2022	Miss H Dashfield	Updated school timings	January 2022
December 2022	Miss H Dashfield	Policy updated to incorporate legislation updates. Updated school times, reporting process and actions for missed times.	December 2022
January 2024	Mr Cafferky	Added clarification to L and U codes Adapted 96% target to 100% Included letter template in appendices	January 2024

Contents

Contents	3
1. Aims	4
2. Legislation and guidance.....	4
3. Roles and responsibilities.....	4
4. Recording attendance.....	6
5. Authorised and unauthorised absence	8
6. Strategies for promoting attendance	9
7. Attendance monitoring.....	9
Appendix 1: Attendance Codes.....	11

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader and attendance officer responsible for attendance

The designated senior leader and attendance officer is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Principal
- Working with education welfare officers to tackle persistent absence
- Advising the Principal/ (authorised by the Principal) when to issue fixed-penalty notices

3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9am for morning registration and KS1 at 12:45 and KS2 at 13:15 for afternoon registration.

3.5 School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the attendance officer in order to provide them with more detailed support on attendance.

3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.7 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the afternoon session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The amended entry
- The reason for the absence

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 9am. The register for the second session will be taken at 12:45 for KS1 pupils and 13:15 for KS2 pupils.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Medical/Dental appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies and provides evidence to the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Any other planned unavoidable absence should be negotiated with the Principal and will require approval. Parents/Carers must complete a leave of absence request available from the school office.

4.4 Lateness and punctuality

A pupil who arrives late:

- After the register has closed at 9am, pupils will be marked as late, using the appropriate code
- The number of minutes late is recorded on the register
- Lateness of more than **fifteen** minutes will be recorded as unauthorized.

4.5 Following up unexplained absence

Adapt the following to match your school's day-to-day process for following up on absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call or send a message via Class Dojo to the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. On a case by case basis, we may call other external agencies to ascertain and inform reason for absence.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. This will happen during termly parent consultations.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

Being absent from school for any reason can deprive a child of educational opportunities and hamper their progress. Children have a right to an education and denying children their rights can have a long lasting effect on ensuring they meet their true potential. There is a strong correlation between good school attendance and academic achievement.

The education (pupil registration) (England) regulations 2006 and the accompanying guidance make it clear that parent/carers do not have a legal to take their child out of school for holidays in term time.

There are 190 school days a year, leaving 175 other days available for holidays that would not have a negative effect on a child's education. Taking a child on holiday in term time may imply that school is not important.

The Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for. Prior to this decision, parents/carers will be expected to attend a meeting with attendance officer to discuss and complete relevant paperwork for absence. Evidence may be requested to support the authorization of the absence.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is possible and in accordance with any leave of absence request form, accessible via a meeting with the attendance officer. The Principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

The school will:

- Ensure **LFADM attendance policy** is regularly communicated to parents/carers and is available on the school website.
- Remind parents/carers of the importance of ensuring their child's regular uninterrupted school attendance and the potential consequences for failing to do so.
- Actively discourage parents/carer from arranging holidays in term time reminding parent/carer that they do not have the right or entitlement to expect leave to be granted in term time and in some circumstances a child may lose their place if certain conditions are not fulfilled.
- Work in partnership with the education welfare service to report unauthorized leave of absence which may lead to legal sanctions being taken against the parent/carer.
- Children may be reported as missing to the relevant agencies if they fail to return to school by an agreed date whether the absence has been authorized or not by the Principal.

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can requested by a Principal and issued by the local Authority or Police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

The school is committed to all pupils achieving excellent levels of attendance. The school attendance target is **100%**. School will promote excellent attendance through a range of measures:

- Promotional certificates in celebration assembly for whole class rewards
- Ongoing house competition for best termly attendance.
- Meeting phone calls/letters home praising improved attendance.

7. Attendance monitoring

The school monitors and analyses attendance and absence data frequently through a range of measures:

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Provide termly analysis by group characteristics for the Trust Executive team and governing body.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. Please Appendix 3 for letter templates.
- Provide access to wider support services to remove the barriers to attendance

Other interventions that the school may employ are:

- Referral to education welfare service at the Local Authority.
- Issue a fixed penalty notice and court proceedings

For more detail, please see appendix 2

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

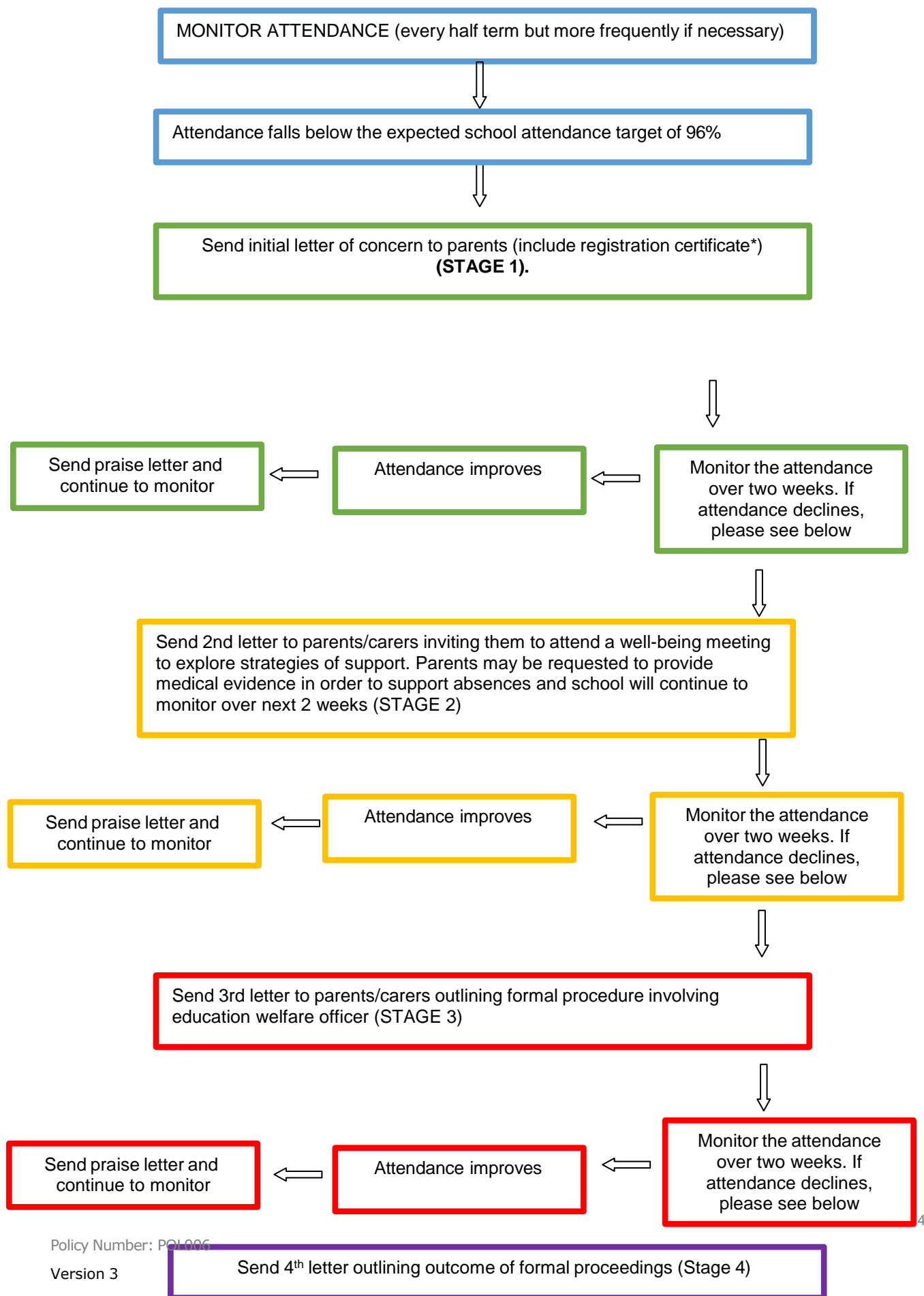
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of	Pupil has been granted a leave of
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable
O	Unauthorised absence	School is not satisfied with reason for pupil's absence

U	Arrival after registration	Pupil arrived at school after the register closed
----------	----------------------------	---

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 – Attendance support and escalation guidance



Appendix 3

Stage One:

Dear Parent/Carer

Attendance Percentage

I wish to bring to your attentions percentage attendance for the term. Their attendance has fallen below the 90% which is equivalent to one day every month. It is important children attend school regularly in order to reach their expected levels of progress.

The school acknowledges each family's circumstances are different and works in partnership with parents to provide the best education for every child. Pupils' welfare is of paramount importance to us and we believe regular attendance throughout the year is essential for their success and fulfilment.

The school will continue to monitor xx attendance and if there is no improvement, you will be invited in to school to attend a meeting with myself and Mr Cafferky – Assistant Head Teacher.

Thank you for your support and I hope we can work together to improve attendance over the next four weeks. If you wish to discuss the matter or request additional support, please contact the school to make an appointment.

Stage Two

To the Parents/ Carers,

As you may be aware, we regularly monitor the students attendance figures, due to the impact a low attendance rate can have on performance across the curriculum and education.

We continue to monitor the attendance closely throughout the Academy.

The overall attendance overall of – name- is xx% .

We have been closely monitoring this attendance as we are concerned it has dropped below 90%..

Following these concerns we would like to invite you in for a meeting at school on xx/xx/xx at xx, to discuss this matter further.

School average attendance = 96%

- 90% attendance = ½ day missed every week
- 90% attendance over 1 year = 4 missed weeks
- 90% attendance over 5 years = ½ Academy year missed

Stage 3

Dear Parent/Carer

xxxxxxx – %

xxxxxxx – %

Attendance Percentage

I wish to bring to your attention xxxxxx's percentage attendance. Their attendance has fallen below the 90% which is equivalent to one day every month.

The school acknowledges each family's circumstances are different and works in partnership with parents to provide the best education for every child. Pupils' welfare is of paramount importance to us and we believe regular attendance throughout the year is essential for their success and fulfilment.

We have now referred this to the Education Welfare Service and we will continue to monitor their attendance. Should there be no improvement, you will be invited in to school to attend a meeting.

Thank you for your support and I hope we can work together to improve attendance over the next four weeks. If you wish to discuss the matter or request additional support, please contact the school to make an appointment.

Penalty Notice

Dear Parent/Carer

I'm writing about your action in taking X out of school to XXXXX

This is being treated as an unauthorised absence.

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that mean your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments.

We will be requesting that the local authority issue a penalty notice for unauthorized term-time holidays.

If issued with a penalty notice, you must pay:

- £60, if paid within 21 days of receiving the notice
- £120, if paid after 21 days but within 28 days

If you don't pay the penalty within 28 days, the local authority could pursue legal action.

Absences like these could have a detrimental effect on their education.



LANDAU
FORTE
CHARITABLE
TRUST

Date	December 2022
Change Made	Version 3.0
Made By	HDA