



LANDAU
FORTE
ACADEMY
AMINGTON

Policy Name	Attendance Policy
Policy Number	AMN011
Date of Issue	August 2023
Author	Mrs PJ Constantine
Reviewed by	Mrs PJ Constantine
Date of next Review	August 2024

Overview

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

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 by the Attendance Officer every year. At every review, the policy will be approved by the governing board

Purpose

To promote excellent attendance at Landau Forte Academy Amington, 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.

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 (96%), 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%.

Registration Procedure

All students should come through the main entrance. All students are required to attend the Academy on:-

Monday, Tuesday and Wednesday 08:50hrs to 15:20hrs for Years 7, 8, 9 and 10, 08:50hrs to 16:20hrs for Year 11.

Thursday and Friday 08:40hrs to 15:20hrs for all year groups.

At Personal Tutor time the Personal Tutor will take a register and will follow up lateness and absences with individual students, reporting any alterations to the Academy Attendance Administrator.

In order to record attendance at the Academy the students are registered at each session using an electronic registration system. All Learning Tutors must take a register within each learning session (preferably at the start of each session) during the Academy day.

Lateness

Any student arriving after 08:50hrs on Monday, Tuesday and Wednesday or after 08:40hrs on Thursday and Friday should go to tutorial as normal and report to the teacher who will mark a student in as late. Students who are late into school twice in one week, will receive a social time detention at lunchtime. Students who arrive after 09:10hrs in the morning should report to the main reception to be marked late and be escorted to their lesson. All students who are persistently late to lessons, twice in one week, will receive a social time detention at lunchtime, without good reason or medical evidence and will be followed up

by the Attendance Officer and Head of Year, and if necessary, the Vice Principal and the Local Authority.

Absence

All student absence must be notified to the Attendance Officer by 08:30hrs' by using Class charter App, by telephone on 01827 301805 or email attendance@lfata.org.uk to inform them of the situation. Student medical appointments must also be notified in advance and an appointment card will be asked for. If Personal Tutors receive absence notes from Parents/Carers they must be forwarded to the Attendance Officer and placed on the student's file.

If the Academy has not received notification the Attendance team will contact the Parent/Carer confirming that the student 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 student's file. The Attendance Administrator will update the register and inform the Personal Tutor and if appropriate the Head of Year of any unusual or extended absences.

The Personal Tutor should support the monitoring of any absences which remain unauthorised and notes of phone calls should be recorded on CPOMS. If the absence still remains outstanding the Attendance Officer 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

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

- If prior permission is received from parent/carer. On leaving the premises the student should sign out and sign in on their return.
- If the Student is attending a medical/dental appointment, appointment cards will be required to authorise absence.

Roles and Responsibilities Monitoring, Support and Intervention including Education Welfare

The Personal Tutor and the Attendance Officer are responsible for daily monitoring of attendance and punctuality. The PT and the AO should seek support from the Head of Year where there are concerns regarding absence and/or lateness. All incidents of known truancy should be reported to the Pastoral Lead and Head of Year.

Where further support is needed for the student regarding their attendance at school, they should be referred to the Attendance Officer/Senior Leadership Team.

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 Personal Tutor 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 Attendance Administrator:

- Receive calls/contact from parents regarding absence and update the register
- Pass on relevant information to PT's/Progress Leaders/ Safeguarding team.
- Follow up on students late to Tutor Time
- Amend registers

Attendance Officer:

- Contact parents/carer where there is an unexplained absence
- Complete house visits when necessary

Weekly

The Personal Tutor will:

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

The Attendance Officer will:

- Send out weekly reports of whole school attendance to all staff

Attendance – ONGOING

The Personal Tutor 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 Attendance Officer will:

- Monitor and review student attendance looking for patterns and trends with regard to absences; generating weekly reports
- Monitor and review student punctuality; generating weekly reports
- Produce termly reports on punctuality for Curriculum Leaders
- Produce Reports for student attendance at 97% and below for monitoring, support and intervention
- Produce Attendance Certificates for PTs 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 can see their Personal Tutor, Progress Leader or Attendance Officer during the school day. We also have a Mental Health Officer within our student support team.

Levels of intervention

One absence	Attendance team will phone home to speak to parents. Form Tutor will speak to the student on their return to school.
Attendance below 97%	Form tutor to call home to inform parents that their child's attendance has dropped below 97%.
Attendance below 96% (Stage 1)	Stage 1 letter sent to parents to inform parents that the Academy are concerned about their child's attendance. Stating the legal requirement and giving a review date.
Attendance below 92% (Stage 2)	Stage 2 letter sent to parents inviting parents in for a meeting with the attendance officer to discuss support strategies to improve attendance. Home visits completed. Fines will be imposed where appropriate.
Attendance below 90% Attendance Panel Meeting (Stage 3)	Attendance Panel meeting will be arranged with Vice Principal, Head of Year and Attendance Officer. Home visits completed. Fines will be imposed where appropriate.
Severe Absence below 50% Education Welfare Intervention	Legal action that may be taken includes: <ul style="list-style-type: none"> • Issuing a penalty notice: Parents receive a penalty notice for each

	<p>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.</p> <ul style="list-style-type: none"> • 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.
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Attendance Certification and Standards

Every student will be issued with a statement of their attendance at every tracking point. For students who have achieved good, outstanding or 100% attendance this will be accompanied by achievement points.

Tutor Group rewards:

- Each term one tutor group per year group with the best attendance or most improved will receive a dessert voucher per student.
- Students will receive achievement credits every week where they get 100% attendance.
- Students with 100% overall attendance at the end of the year will receive a free trip
- Year group incentives/focuses will be put in place throughout the year
- Every term students with 100% attendance will receive a free breakfast on the last day of term
- One student per year group will receive a £10 voucher every term for 100% (name will be picked at random)

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

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 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.

Parents/Carers will now only receive one warning notice period (of first 20 days for the purposes of issuing a penalty fine) in an academic year after which the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs in the remainder of the academic year

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.

Persistent Late Arrival at School

A penalty notice can be considered for persistent late arrival at school i.e. where there are at least 10 sessions of late arrival in the current and previous term. Late marks do not have to be consecutive.

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.

Alternative Provision

As a result of specific medical needs or as a strategy to improve a Student's behaviour, it may be necessary to direct a student to Alternative Provision. During this time, attendance is monitored in exactly the same way as if the student was accessing their education at Landau Forte Academy. Failure to attend Alternative Provision would lead to the same attendance procedures such as Fixed Penalty Notices and possible court action.

Appendix 1

Registration Codes

Code	Explanation	Statistical Meaning	Authorisation	Input
/\	Present at registration	Present	LTs/PTs	LTs / PTs
B	Educated off site	Approved Educational Activity	VP	AO
C	Other authorised circumstances	Authorised Absence	Pastoral/VP/P	AO
D	Dual registration	Approved Educational Activity	VP/P	AO
E	Excluded	Authorised Absence	P	AO
F	Extended family holiday	Authorised Absence	P	AO
G	Family holiday (not agreed or in excess of agreement)	Unauthorised Absence	P	AO
H	Family Holiday	Authorised Absence	P	AO
I	Illness (NOT medical or dental appointments)	Absent	PTs/ Pastoral Leader	AO
J	Interview	Approved Educational Activity	PTs/ Pastoral Leader	AO
K	Internal exclusion	Present	Pastoral Leader/SLT	AO
L	Late	Present	LTs/PTs	LTs/PTs AO
M	Medical dental appointments	Authorised Absence	PTs/Pastoral Leader	AO
N	No reason yet provided for absence	Absent	LTs/PTs	LTs/PTs AO
O	Unauthorised Absence (not covered by any other code)	Unauthorised Absence	SLT/ VP/P	AO
P	Approved sporting activity	Approved Educational Activity	PTs/ Pastoral Leader	AO
R	Religious observance	Authorised Absence	PTs/ Pastoral Leader	AO
S	Study Leave	Authorised Absence	VP/P	LTs*/ PTs* AO
T	Traveller absence	Authorised Absence	VP/P	AO
U	Late after register closed	Unauthorised Absence	SLT/VP	AO
V	Educational Visit	Approved Educational Activity	PTs/Pastoral Leader	AO
W	Work Experience	Approved Educational Activity	LTs/PTs	AO
#	Forced and partial closure	Not counted in possible attendances	P	AO
#	For staggered starts or induction days can be used to record the year groups that are not due to attend	Only acceptable where the school ensures that those pupils not attending on the day are still offered a full education over the school year.		

 Authorisation by PTs / LTs

Appendix 2

Request for Leave during Term Time

To: The Principal of Landau Forte Academy Amington Date

I request a leave of absence from The Academy during term time for:

my child (full name)

for the period from (date) to (date)

The exceptional circumstances and reason for this request are: -

Please attach any relevant documentation if applicable

.....
.....
.....

(Signature of 1st parent/carer Print Name

(Signature of 2nd parent/carer Print Name

Please return your completed form to the Academy Office.

The Academy will write to you and inform you of their decision.

For Office Use Only

Current Attendance%

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

Attendance Manager proposed Agreed/Not Agreed but No Further Action/Not Agreed

Reason:

Signed: (Attendance Manager)

Request for leave is Agreed/Not Agreed but No Further Action/Not Agreed

Signed:(Principal) 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
 - frequency of similar requests
 - whether the parent made the request in advance
 - students 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.



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TRUST

Date	August 2023
Change Made	Various
Made By	Mrs PJ Constantine