



LANDAU
FORTE
ACADEMY
AMINGTON

Policy Name	Attendance Policy
Policy Number	AMN010
Date of Issue	September 2024
Author	Mrs PJ Constantine
Reviewed by	Mrs PJ Constantine
Date of next Review	September 2025

Overview

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

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 be ambitious, brave and kind.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on Working together to improve school attendance (applies from 19 August 2024), <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of 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 make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

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%.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (from 19 August 2024) <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> and school attendance parental responsibility measures <https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance> . The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- ❖ Part 6 of the Education Act 1996
<https://www.legislation.gov.uk/ukpga/1996/56/contents>
- ❖ Part 3 of the Education Act 2002
<https://www.legislation.gov.uk/ukpga/2002/32/contents>

- ❖ Part 7 of the Education and Inspections Act 2006
<https://www.legislation.gov.uk/ukpga/2006/40/contents>
- ❖
- ❖ The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
<https://www.legislation.gov.uk/uksi/2006/1751/contents>
- ❖ The Education (Penalty Notices) (England) (Amendment) Regulations 2013
<https://www.legislation.gov.uk/uksi/2006/1751/contents>

It also refers to:

- ❖ School census guidance <https://www.gov.uk/guidance/complete-the-school-census>
- ❖ Keeping Children Safe in Education
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- ❖ Mental health issues affecting a student's attendance: guidance for schools
<https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools>

Registration Procedure

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

Monday, Tuesday, Wednesday, Thursday and Friday 08:40hrs to 15:10hrs 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

Students who arrive after 8:45hrs but before 9:10hrs will need to sign in at reception and then make their way to tutor time. Students who arrive after 9:10hrs will need to sign in at reception and go straight to their current lesson, reception can assist with directions. Any lates to lesson after the 3 minutes will result in a social detention so it does not have to be persistent it can be just one time.

Absence

All student absence must be notified to the Attendance team by 08:30hrs' by using Edulink App, by telephone on 01827 301800 option 2 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 team 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

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.

Approval for term-time absence

The Principal will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Principal will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- 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. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated, before the absence, and in accordance with any leave of absence request form, available from admin office.

The Principal may require evidence to support any request for leave of absence. Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) 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

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made) Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Holiday/Leave of Absence

It is Academy policy and following new statutory guidance (which came into force 19th August 2024) 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 Personal Tutor and the Attendance Officer 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 Deputy Head of Year 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.

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

1. All natural parents, whether they are married or not
2. All those who have parental responsibility for a child or young person
3. Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day and timetabled session on time
 - Call the school to report their child's absence before on the day of the absence and each subsequent day of absence, advising 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
 - Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting attendance team

Pupils

Pupils are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time

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 Personal Tutor's/Deputy and Heads of Year/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
- Complete safe and well home visits

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 Reports for student attendance at 95% and below for monitoring, support and intervention
- Produce Attendance Certificates for Personal Tutor's 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, Deputy or Head of Year or Attendance Officer during the school day. We also have a Child and Family Support worker, School Counsellor and Mental Health Officer within our student support team.

Levels of intervention

Attendance Thresholds	Attendance Actions – Intervention & Rewards
One absence	<ul style="list-style-type: none">• Attendance team will phone home to speak to parents. Form Tutor will speak to the student on their return to school.
100 – 97%	<ul style="list-style-type: none">• Achievement points to be awarded by Tutors for 100% achieved each week.• 100% Attendance certificates issued each term• The ability to achieve their potential in education• Participation in school activities linked to attendance and/or behaviour
Below 97%	<ul style="list-style-type: none">• Tutor calls home to discuss concerns over attendance, records on CPOMs. If parents are having issues Tutor invites them in for a meeting.
Below 95% Stage 1	<ul style="list-style-type: none">• Tutor support/daily monitoring• Head of Year, Deputy Head of Year and Attendance officer monitor and discuss next steps• Deputy Head of Year meeting with student• Communication made with parent/carer• Letters sent to parents/carers – Stage 1 tiered approach• All absences to be unauthorised unless medical evidence is provided.• Risk of School referral to Staffordshire County Council Service for a Penalty Warning Notice
Below 92% Stage 2	<ul style="list-style-type: none">• Tutor support/daily monitoring• Head of Year, Deputy Head of Year and Attendance officer monitor and discuss next steps.• Communication made with parent/carer• Letters sent to parents/carers – Stage 2 tiered approach• Attendance Officer meeting with student and parent• Home visits / wellbeing checks carried out• All absences to be unauthorised unless medical evidence is provided.

Below 90% Stage 3	<ul style="list-style-type: none"> ● Risk of School referral to Staffordshire County Council Service for a Penalty Warning Notice
	<ul style="list-style-type: none"> ● Tutor support/daily monitoring ● Head of Year, Deputy Head of Year and Attendance officer monitor and discuss next steps. ● Communication made with parent/carer by the Attendance Officer ● Letters sent to parents/carers expressing concerns/offering intervention or explaining action that will be taken. ● Action plan for improved attendance agreed with parent/carer and EWW if required ● Home visits/Wellbeing checks carried out ● All absences to be unauthorised unless covered by medical evidence ● Final warning letter sent out to parents ● School referral to Staffordshire County Council Service ● Penalty Notice referral made for the legal action to be taken to due to persistent absence ● Multi-agency referral if required <p>If things fail to improve:</p> <ul style="list-style-type: none"> ● Penalty Notice issued ● Court process which could result in prosecution

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.

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%

Attendance during the school year	Equals to number of days absent	Equals weeks of learning missed	Equals lessons missed
100%	0	0	0
97%	5 days	1 week	25 lessons
95%	10 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

Penalty notices

The Principal (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued. Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far

- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Staffordshire Local Authority enquiries email address:

Penaltynoticeenquiries@staffordshire.gov.uk

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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence

Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions

Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence Implement sanctions, where necessary.

Persistent Late Arrival at School

A penalty notice can be considered for persistent late arrival at school. Late marks do not have to be consecutive.

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.

Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

Appendix 1

Registration Codes

Attending the school	
/\	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

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 head teacher**. 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/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.
For a **First** offence the Penalty Notice fine would be:
 - 80 per parent, per child if paid within 21 days, rising to
 - £160 per parent, per child if paid between 21-28 days.For a **Second** offence within 3-years of the first penalty notice being issued, the penalty notice fine would be:
 - £160 per parent, per child if paid between 28 days.Following the second offence **every new offence within the 3-year period, will be prosecuted** under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place, the maximum fine is **£1,000 per parent, per child**. This reflects the seriousness of unauthorised absence from school.

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.



**LANDAU
FORTE**

**CHARITABLE
TRUST**

Date	September 2024
Change Made	Various
Made By	Mrs PJ Constantine