LANDAU FORTE ACADEMY AMINGTON

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Contents

Introduction	page 3
Links to other Policies	page 3
Aims and objectives	page 3
We promote good attendance by doing these things	page 3
We monitor our attendance by: Use, production and analysis of our data	page 4
We support by: Early intervention and support	page 4
Managing lateness and punctuality	page 5
Managing medical or dental appointments	page 5
Managing requests for leave of absence	page 5
Managing illness absences	page 6
Managing religious observation absences	page 6
Managing exclusions and suspensions absences	page 6
Working with parents/carers who decide to/are thinking of Elective Home Education	page 7
Identifying and monitoring Children Missing Education	page 7
Agreeing and supporting part-time timetables	page 7
Supporting students attending Alternative Provision	page 8
Defining Parents/carers responsibilities	page 8
Defining Students' responsibilities	page 8
Defining the Academy's responsibilities	page 9
Registers	page 9
Facilitating Targeted Support	page 9
Formalising Support	page 9
Enforcement	page 10
National Legislation	page 10

Appendix A: Roles and responsibilities

Appendix B: Procedures

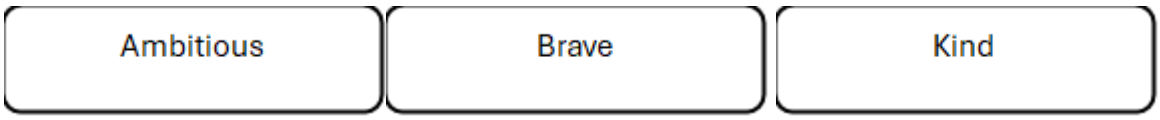
Appendix C: Summary of Attendance Codes and Meanings

Appendix D: Request for Leave during Term Time

Introduction

As part of Landau Forte Academy Trust, Landau Forte Amington is committed to our shared values, which underpin all that we do.

We expect all our work, including promoting and improving attendance and managing absence, to be characterised by:



Our academy is committed to providing high-quality education for all. We want the children and young people who attend to enjoy learning and to take full advantage of the educational and social development opportunities available to them. By attending the academy every day and on time, children and young people can realise their full potential. We want our students to be safe, happy and successful.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors work together with parents/carers, students, other professionals and agencies to ensure that all children and young people are encouraged and supported to develop good attendance habits. We always take a "support first" approach. Children and young people who are persistently late or absent soon fall behind with their learning.

Children and young people who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age-related learning expectations. A student whose attendance drops to 90% each year will, miss 19 full school days in each year.

Links to other policies

We keep safeguarding at the heart of all we do, and we work within the framework of local Procedures, our Safeguarding Policy, Keeping Safe in Education and Working Together to Safeguard Children.

This policy should be read in conjunction with existing trust-wide and school policies including,

- Safeguarding Policy:
- SEND Information Report:
- Behaviour Policy including Anti-bullying:
- Children with health needs who cannot attend school Policy:
- Supporting Students with Medical Conditions Policy:
- Online Safety Policy:

Aims and Objectives

This attendance policy will ensure that all staff, parents, students, governors, in our academy and the wider community are fully aware of and clear about the actions necessary to promote good attendance, to manage absence, and to ensure there is excellent practice across our academy. Attendance is everyone's responsibility and a high priority for all staff in our academy. We recognise the key role of all staff in promoting good attendance and these roles. These responsibilities are laid down in APPENDIX A.

We promote good attendance by doing these things:

- Working in partnership with parents and families, carers, staff and Staffordshire County Council by building strong relationships and offering support first.
- Listening to parents and students and understanding their point of view.

- Promoting a positive and welcoming atmosphere in which students feel safe, secure, and valued, and encourage in students a sense of their own responsibility.
- Establishing a pattern of monitoring attendance and ensuring consistency in recognising achievement and dealing with difficulties.
- Recognising the key role of all staff in promoting good attendance and ensuring all staff are trained to deliver their responsibilities well.
- Delivering the highest quality of teaching.
- Creating an ethos in which good attendance and punctuality in attending the academy and lessons are recognised as the norm and seen to be valued by the Academy.
- Ensuring that all members of the community know of the policy and have access to it. We will share it via our website.
- Working to ensure that every student has access to the full-time education to which they are entitled. This includes making the best provision we can for any student who needs additional school support or who is prevented from attending the academy due to physical or mental health needs or disability. We recognise that, for disabled students or those with chronic health conditions, 'reasonable adjustments' may be needed to the school environment or to policies to support good attendance. Department for Education (DfE) Guidance is here: Arranging education for children who cannot attend school because of health needs
- Ensuring that we communicate regularly to parents, students, staff and the wider community in a variety of ways. Celebrating Good Attendance. We recognise that some children may be affected by health or special educational needs which can impact on attendance, we are mindful of this and ensure that these students are also included in attendance reward by recognising individual progress.

We monitor our attendance by:

Use, production and analysis of our data

We have established a pattern of monitoring attendance that ensures consistency in recognising achievement, dealing with difficulties, ensuring support is offered early and everyone gets the right information at the right time. We monitor attendance and absence data daily, weekly, fortnightly, half-termly, termly and yearly across the academy and at an individual student level. This helps us to identify whether there are individuals or particular groups of children whose absences may be a cause for concern and how we can support improvements. We also report to the LA, governors, our Trust Board and the DfE on a regular basis.

We support by:

Early intervention and support

What is Absence?

All absences are recorded as either authorised or unauthorised. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised.
• Persistent Absence is defined by the government as when a student misses 10% or more of possible attendance sessions
• Severe Absence is defined by the government as when a student misses 50% or more of possible attendance sessions
• Authorised Absence. The Academy uses DFE guidance in authorising absence and may require further information from parents. Examples of authorised absence are illness, hospital appointments, interviews.
• Unauthorised absences. These occur when a student is away from school without the permission of the academy, even if it is with the agreement of a parent.

• Lesson absences. Where a student attends a registration session but does not attend subsequent lessons, we will treat this as a truancy in accordance with the behaviour policy and engage parents/carers where necessary

See Appendix C for the list of codes which tell you which absences are authorised, and which are unauthorised and how the codes are used.

Managing lateness and punctuality

It is important that students arrive on time to ensure a calm and purposeful start to the day and to minimise disruption to other learners. If there is something affecting your child's arrival time at school, please talk to us and see if we can help.

A student who arrives late:
• Before the register has closed will be marked as late, using the appropriate code (Attendance code L)
• After the register has closed will be marked as absent, using the appropriate code (Attendance code U)
Late arrival time at the academy is monitored, and the academy encourages students to arrive on time every school day.

The register for the morning session will be taken from 8:40 and will be kept open until 9:10 (no longer than 30 minutes after the session begins). The register is also taken for the afternoon session.
Any student who comes into the academy after the agreed time for either/both morning registration or afternoon registration will be marked as late in the attendance record; this is a present mark. This is documented on the electronic register for each student. If the reasons for this are beyond the student's control, e.g. transport issues, they will not receive a detention.

Any student who arrives at the academy late after 9:10 will be marked as having an unauthorised absence for the morning or afternoon, unless there is another valid reason, such as a medical appointment.

A 20-minute social time detention is issued for students who are late.

If students arrive late frequently with no valid reason, the academy will discuss with students and parents to establish the reason(s). If support can be offered, this will be put into place. We may apply for a Penalty Notice (fine) from the Local Authority (LA) if all other support methods have been attempted with no effect.

Managing medical or dental appointments

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the academy in advance of the appointment and we have had evidence of the appointment provided. This might be, for example, a card, text, letter or email confirmation.
We recognise that students with specific health needs may need more medical appointments than most other students.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of the academy for the minimum amount of time necessary and attend the academy before and after the appointment unless this is impossible.

Managing requests for leave of absence

The government does not allow authorisation of absences for holidays. Under exceptional circumstances, the Principal may agree to a leave of absence. The School Attendance (Student

Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

We need parents/carers to complete a form far in advance as possible of the requested absence. These requests will be considered on a case-by-case basis by the Principal who will, in turn, liaise with Headteacher(s) of siblings' schools, if the sibling attends a Trust school, and will endeavour to do the same for siblings' schools not in the Trust. The Principal will consider every request individually. The decision of the Principal is final and, if the leave of absence is not agreed, the child's/young person's absences will be marked as unauthorised.

Managing illness absences

We understand that children do get ill sometimes.

If we are concerned that your child is missing a lot of school that you are reporting as illness, we will contact you to get more information, try and find out what is happening and discuss whether we can put support in place at school, or support you with referrals for help from other professionals.
Is my child too ill for school? - NHS

If we are still worried, we may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc. It is the responsibility of the parent/carer to supply this evidence, and the academy may decide not to authorise the absence if the evidence is not forthcoming. We may seek written permission from you for the academy to make our own enquiries. We will not do this for every absence, only if we are concerned about the validity of absences, and we will let you know if this is the case. An individual decision will be made in all cases.

If we are not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised.

When students have an illness, confirmed by a medical professional, that means they will be away from the academy long term, and if the absence is likely to continue for an extended period or be a repetitive absence, the school will contact the LA to discuss what extra support might be available.

Managing religious observation absences

We recognise that students of certain faiths may need to participate in days of religious observance. Where a day of religious observance falls during term time and has been exclusively set apart for religious observance by the religious body to which the student belongs, the absence from the academy will be authorised. We ask that parents/ carers notify the school by writing to the Principal in advance, where absence is required due to religious observance.

If necessary, the academy will seek advice from the parent/carer's religious body about whether it has set the day apart for religious observance.

Managing exclusions and suspensions absences

If the academy decides to send a student home due to their behaviour, this will be recorded as a suspension, which is an authorised absence. We will follow the current DfE's statutory guidance on exclusions - School suspensions and permanent exclusions - GOV.UK
Any suspension must be agreed by the Principal. You can find more information on how we support the improvement of behaviour in our Academy's behaviour policy.
We will always talk to you about how we can work together if we or you are worried about your child's behaviour.

Working with parents/carers who decide to/are thinking of Elective Home Education (EHE)

Parents/Carers have the duty to ensure a child of compulsory school age receives a suitable education. This does not mean that the child must attend a school/academy – it is possible to fulfil this duty by home educating the child.

We will never seek to persuade parents to educate their children at home.

If parents/carers are exercising their right to home educate, the academy requires written notification. We may arrange a meeting with the parents/carers to discuss this decision as soon as possible. There is no requirement for parents to obtain the academy or LA's agreement to educate their child at home, and we will not seek to prevent parents from educating their children outside the school system, but we do want to make sure that we have done everything we possibly can to support your child in the academy and to explain your responsibilities when you home educate. We will provide you with a link to government advice EHE Guidance for parents - Elective home education - GOV.UK and do have packs we can give out.

We have a legal duty to inform the LA that the student is to be deleted from the admission register. We will make clear to the LA any concerns the academy has about the decision to home educate.

Identifying and monitoring Children Missing Education

All children and young people, regardless of their circumstances, are entitled to an efficient, full-time education that is suitable to their age, ability, aptitude, and any special educational needs they may have. We recognise that children missing education are at significant risk of underachieving, being victims of abuse and harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life.

We will use our usual absence management procedures to monitor and support children and young people who are absent (missing out on education), and their families, but there are also some very specific circumstances where extra monitoring is needed, and we will need to formally refer to the LA if we do not know where a child is. The LA will carry out some extra investigations. Local Authorities (LAs) have a duty under S436A of the Education Act 1996 to identify children missing education. Missing in Education DFE guidance - Children missing education - GOV.UK

Agreeing and supporting part-time timetables

Part-time timetables may be used to support a student back into full-time education following a medical or emotional issue. We never issue these as a way of managing behaviour in the long term.

They are expected to be short-term measures, but an individualised approach is always taken, and reviews will be undertaken frequently to ensure that the off-site education and/or modified timetable is achieving its objectives, and that the child/young person is benefitting from it. The academy will gain consent from parents to put in place a reduced or modified timetable.

The academy will ensure that parents and the LA are given clear information about the reduced or modified timetables: why, when, where, and how they will be reviewed.

Students on significantly reduced timetables will be a priority for any safeguarding and attendance monitoring.

The Academy's leadership team will look at all the information regarding the use and effectiveness of the use of modified timetables, and this will also be reviewed by the Vice Principal.

Supporting students attending Alternative Provision

The vast majority of children engage positively with school and attend regularly. However, in order to flourish, some children require an alternative education offer, or may require a modified timetable, to support a return to full time education provision.

It is recognised that children accessing Alternative Provision (AP), or a reduced or modified timetable may have additional vulnerabilities.

The academy will liaise with the Alternative Provider to ensure that the student is attending, and it is accurately recorded. The school will review safeguarding processes and procedures at the AP prior to the planned start date and a record of this will be kept.

We will monitor and track children attending alternative provision to ensure that the provision meets the needs of the child, and the child is attending.

We will ensure that parents (and the LA where the child/young person has an Education and Health Care Plan (EHCP)) are given clear information about alternative provision placement timetables: why, when, where, and how they will be reviewed. We will listen to parent and student views and involve them in any reviews.

Defining Parents/carers responsibilities

Children who attend regularly are more likely to feel settled in the academy, maintain friendships, keep up with their learning, and gain the greatest benefit from their education. We want all students to enjoy school, grow up to become emotionally resilient, confident, and competent adults who are able to realise their full potential.

We want to work in partnership with you and these are the things we ask you to do:

- Contact the academy early if you are at all worried about your child - no matter how small the concern - so that problems can be quickly identified and dealt with. If you are aware of any specific issues that might cause absence or lateness (e.g. a sick parent/carer), please let us know as soon as possible. By contacting our Attendance Officer – Mrs Constantine.
- Make sure your child attends every day on time. When registration closes at 9:10 your child receives an absent mark (this is a legal requirement).
- Call the academy to report your child's absence on the day of the absence and each subsequent day of absence. We ask that you give full details of the absence and avoid using generic phrases such as "poorly" or "sick" - tell us what symptoms your child has and when you expect them to be back at the academy. You must repeat this for every day of absence, unless by prior agreement with the school. This helps us to safeguard your child as we will otherwise not know if they have left home and not arrived at the academy. We may call you back if we need more information.
- Provide the academy with more than 1 emergency contact number for your child.
- Ensure that, where possible, appointments for your child are made outside of the school day, avoiding registration periods. If a school-time appointment is unavoidable, your child should attend the academy before and after the appointment.
- Inform the academy in advance of any medical appointments in school hours. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (e.g. an appointment card/letter/prescription paperwork or packet.)
- Help your child to understand the link between attendance and attainment/progress.
- Request any exceptional leave of absence. See Appendix D

Defining Students' responsibilities

Students are expected to:

- Attend the academy and every timetabled session on time, appropriately prepared, and take pride in this
- Take responsibility for their own learning and ask if they need help

- Talk to the academy staff if anything is worrying them that is affecting their attendance at the academy
- Aim for high attendance

Defining the Academy's responsibilities:

Having clear roles and responsibilities across our academy - See Appendix A
This ensures that everyone understands their role and the procedures that are in place, and we can monitor that all the right things are happening.

Registers

All of our students are placed on the academy attendance register. Attendance registers are legal documents, and these must be kept securely.

Our staff are trained to record information about attendance clearly and accurately.
This includes keeping the register and any notes that are made.

It is important that all absence recording is accurate, and we robustly oversee this in our academy. We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

We will take our attendance register at the start of each session of each school day. We are required to use a national set of codes decided by the DfE and these can be found in Appendix C. The attendance register will mark whether every student is present, absent, or attending a place other than the school. This might include, for example, attending work experience or an educational visit or a trip.

We will also record whether each absence is authorised or unauthorised using the appropriate code.

Facilitating Targeted Support

If your child is developing a pattern of absence and/or we are concerned about anything, we will keep in regular communication with you about your child, whether or not the absences are authorised or unauthorised.

We do not wish to mark an absence as unauthorised unnecessarily. Keeping in close communication with us means we will have enough information to decide clearly whether absences should be authorised or not. Without any information, we will have to decide not to authorise the absence.

We will work with you to remove barriers in the academy and help you to access the support you need outside of the academy. We will do this by working together with the LA and other agencies as needed.

We will either put in place an informal support plan which is managed by the academy or a more formal support plan, working with you to do this, and asking for the right people to be involved in helping you.

Formalising Support

If we feel attendance is still not improving enough, we may put in place a more formalised support plan which could include a formal attendance contract or apply to the Family Court for an Education Supervision Order (ESO). This is not punitive and will only be considered if informal support has not resulted in an improvement.

An ESO gives the LA a formal role in advising, helping and directing the student and parent(s) to ensure the student receives an efficient, full-time, suitable education. For the duration of the ESO,

the parents'/carers' duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO. This will always be discussed with parents and with the LA and parent/carer, and the child's/young person's views will always be taken into account.

Working Together to Improve School Attendance - Working together to improve school attendance - GOV.UK

Enforcement

We will do our utmost to support you to improve the attendance of your child without using legal intervention and will make ourselves available to discuss any concerns and barriers and work in partnership with you to resolve them.

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the student's right to an education. Individual circumstances will always be considered before we request any legal intervention from the LA.

However, the government requires that we consider whether a Penalty Notice is appropriate in each individual case where a student reaches the national threshold for considering a penalty notice. The national threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks (a session is half a school day). In all cases, where support is more appropriate, we will not request that a Penalty Notice is issued.

Penalty Notices are intended to prevent the need for further court action. We may request that the LA issues a PN if there is unauthorised leave of absence and/or if parents are not engaging with support or not communicating with us. LA officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was away from the academy with the knowledge of the parent and the absent is not due to the statutory defences.

Otherwise, you will receive a Notice to improve which gives you time to make changes -we will support you to do this. This follows Staffordshire County Council's code of conduct.

If issued with a fine, or penalty notice, each parent/carer must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the LA. If the payment has not been made after 28 days, the LA can decide whether to prosecute or withdraw the notice. If a prosecution ensues, you will be summoned to appear in Court for an offence under Section 444(1) or 444(1A) of the Education Act 1996 and can result in a criminal conviction recorded against you. Courts have a range of sentencing options, which could include a Community Order. Parenting Order, imprisonment and/or a fine up to £2,500. In some cases, the LA may agree to proceed straight to prosecution without issuing a Penalty Notice.

National Legislation

This policy meets the requirements of the Working together to Improve School Attendance February 2024 guidance from the DfE and also refers to the DfE's statutory guidance. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- Equality Act 2010 (legislation.gov.uk)
- Children Act 1989 (legislation.gov.uk)
- Anti-social Behaviour Act 2003 (legislation.gov.uk)
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Penalty Notices) (England) Regulations 2007 (legislation.gov.uk)

• The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007 (legislation.gov.uk)
• School Attendance (Pupil Registration) (England) Regulations 2024
It also links to the following guidance:
• Keeping children safe in education - GOV.UK (www.gov.uk) and Working together to safeguard children - GOV.UK (www.gov.uk)
• Children Missing Education Statutory Guidance
• Children missing education - GOV.UK (www.gov.uk)
• SEND code of practice: 0 to 25 years - GOV.UK (www.gov.uk)
• Elective home education - GOV.UK (www.gov.uk)
• Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)
• Mental health issues affecting a pupil's attendance: guidance for schools
• Education for children with health needs who cannot attend school - GOV.UK (www.gov.uk)
• Alternative provision - GOV.UK (www.gov.uk)
• Providing remote education: guidance for schools - GOV.UK (www.gov.uk)
• School suspensions and permanent exclusions - GOV.UK (www.gov.uk)

APPENDIX A – Roles and responsibilities

The Governing Board

• Promoting the importance of school attendance across the school's policies and ethos
• Regularly reviewing and challenging attendance data on a termly basis
• Holding the Principal to account for the implementation of this policy

The Principal

• Overseeing the consistent 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 students and requesting penalty notices, where necessary.
• Setting and monitoring the impact of any implemented attendance strategies and linking them to the school and Trust strategic plans
• Ensuring CPD is in place on attendance at an appropriate level for school staff
• Overseeing performance management for staff delivering and supporting attendance work.

The Attendance Champion

(Designated senior leader responsible for attendance - Miss Lyndsay Amos)
• Leading attendance across the school and offering a clear vision for attendance improvement
• Ensuring good systems and processes are in place and monitoring their use
Regularly reviewing the school's attendance procedures – strengths and weaknesses, including seeking feedback from the attendance team, highlighting key issues with the Head
• Facilitating data reporting which provide data in appropriate formats for the relevant staff and governance bodies and has a deep and clear understanding of attendance by group, such as gender, students entitled to Free School Meals, Pupil Premium students, students with SEND, Children in Care and attendance by Ethnicity and Language (English/EAL)
• Devising specific strategies to address areas of poor attendance identified through good use of data
• Building relationships with parents/carers to discuss and tackle attendance issues
• Ensuring staff are clear about their roles and responsibilities in relation to attendance and have the required knowledge and skills to fulfil them
• Facilitating at least weekly meetings of the staff to monitor and review attendance across the school – for individual students, vulnerable groups and the whole school. This will include decisions about next steps for individuals and cohorts and monitoring that the appropriate support is in place for students and families where targeted intervention and/or reintegration plans be needed

The attendance administrator/office staff

• Take and record calls from parents/carers about absence on a day-to-day basis and record it on the school system.
• Ensuring that the daily registers are completed accurately and on time, recording the reasons for absences and reporting any concerns or patterns of absence to the of the Attendance Officer.
• Update registers and amend codes with approval

Attendance Officer

(Attendance Officer – Mrs Pauline Constantine)
• Make first day absence calls and call parents to clarify information
• Send out weekly attendance report across the school
• Monitoring and analysing attendance data at individual and school level

• Benchmarking attendance data to identify areas of focus for improvement
• Working with LA officers to tackle persistent absence and providing information for meetings with the LA
• Making home visits, calls and meetings to parents as needed
• Alerting staff in school where there are concerns -this might include the Designated Safeguarding Lead (DSL), Special Educational Needs and Disabilities Coordinator (SENDCO) and other appropriate staff
• Making referrals to other agencies who may support the family/student. This will not be done without parental agreement unless there are urgent safeguarding worries.
• Preparing paperwork for Penalty Notices or other legal action if this is felt by the school to be appropriate
• Coordinates requests for term-time leave of absence, liaising with the Attendance Champion and Head Teacher as necessary. (This also includes liaison with the DSL and Safeguarding Team.)
• Making Children Missing Education referrals to the LA where appropriate (this includes liaison with the DSL and Safeguarding Team).
• Recording work accurately on the system

Class teachers/form tutors

• Class teachers/form tutors] are responsible for recording attendance on a daily basis, using the correct codes within the limits agreed by the school, and submitting this information to the school office
• Will discuss any initial concerns with students and families unless it has been agreed that, in particular cases, this rests with another member of staff
• Will talk to the tutor group/class about the importance of good attendance and how any worries can be shared
• Where there are attendance concerns, either raised by the form tutors themselves or by the Attendance Officer, they will 'check-in' with the student to find out about any reasons for absence as part of their responsibilities under the school's Safeguarding Policy.
• Form tutors may also be asked to meet with parents/carers whose child has a falling level of attendance and is flagged as a concern by the Attendance Officer.

Designated Safeguarding Lead (DSL)

The DSL provides safeguarding support and advice to the Attendance Officer as appropriate, including in response to term-time leave requests and Child Missing in Education cases, taking safeguarding action where necessary. Considering attendance across students known to be vulnerable/open to a SW; liaising with SWs

Appendix B: Procedures

Daily	Monitor punctuality. Following up Absences - no reason given or where we may need more information Deciding on priority actions to support students – e.g. those with particular vulnerabilities who may need a home visit. Sharing data with those who need it The DfE extracts data from our system daily
Weekly	Review students where attendance is poor or reducing and decide next steps to support Allocating actions to staff members. Share weekly form groups attendance. Make any necessary returns to the LA
Fortnightly	Check on the plans for PA and SA students. Attendance Champion and Vice Principal discuss individual students and cohorts e.g. pp etc and decide on next steps individually or across school to look at trends and patterns which may require a more whole school approach. Review part-time timetables.
Half termly	Review students where attendance is poor or reducing and decide next steps to support. Communicate concerns and praise to parents and students. Communicate rewards. Review student leavers/movement Review part-time timetables.
Termly	LA Targeting Support Meeting Compare data against other schools, areas and national data. Review of Attendance Support Plans in place at each level to ensure progress is being made – if not, modify the plans. Review by School SLT Celebration assemblies Report to governors Report to trust Board
Annually	Students progress report Report to governors SLT to set strategic plan Policy and procedures formal review

Appendix C: Summary of Attendance Codes and Meanings

Attending the school		
/ \	Present at the school / = morning session \ = afternoon session	Present
L	Late arrival before the register is closed	Present
K	Attending education provision arranged by the local authority	Present
V	Attending an educational visit or trip	Present
P	Participating in a sporting activity	Present
W	Attending work experience	Present
B	Attending any other approved educational activity	Present
D	Dual registered at another school	Neither Present/Absent
Absent – Leave of absence		
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised
S	Leave of absence for the purpose of studying for a public examination	Authorised
X	Non-compulsory school age pupil not required to attend school	Not a possible attendance
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised
C	Leave of absence for exceptional circumstance	Authorised
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Authorised
R	Religious observance	Authorised
I	Illness (not medical or dental appointment)	Authorised
E	Suspended or permanently excluded and no alternative provision made	Authorised
Absent – unable to attend school because of unavoidable causes		
Q	Unable to attend the school because of a lack of access arrangements	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
Absent – unauthorised absence		
G	Holiday not granted by the school	Unauthorised
N	Reason for absence not yet established	Unauthorised
O	Absent in other or unknown circumstances	Unauthorised
U	Arrived in school after registration closed	Unauthorised
Administrative Codes		
Z	Prospective pupil not on admission register	Not a possible attendance
#	Planned whole school closure	Not a possible attendance

Appendix D

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. The Principal 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**. Principals 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	**March 2026**
Change Made	**Rewritten**
Made By	**Miss L Amos and Mrs PJ Constantine**