



**Lansdowne:**  
**A de Ferrers Trust Academy**  
**Attendance Policy**

**September 2020**

**To be reviewed at least annually**  
**Review date: September 2021**



## ATTENDANCE POLICY

At Lansdowne: A de Ferrers Trust Academy we believe that high attendance rates are a significant factor in maintaining the quality of education that we provide. If we are to maintain the continuity of education for all our children, maximise their potential and prepare them for the world of work, we must ensure that absenteeism is kept to an absolute minimum.

The Governors and staff at the Academy will do all they can to ensure that children attend regularly and any problems which impact on their attendance are quickly identified and acted upon.

### EXPECTATIONS

*We expect all parents/guardians will support their children by;*

- Aiming for 100% attendance.
- Arriving at the academy for the start of registration so all children are ready to start lessons on time.
- Taking pride in their child's appearance and make sure they are dressed appropriately in the academy uniform and adhere to the rules relating to jewelry and piercings.
- Ensuring children arrive at the academy fully prepared for the day ahead having had breakfast, a wash and dressed appropriately.
- Inform a member staff about any problems that may affect their child's attendance at the academy.
- **Reporting all absences to the academy before 9a.m on your child's first day of absence and every third day thereafter.**

**Lansdowne - 01283 247920**

- Try to avoid making medical appointments during the academy day as this does affect your child's attendance. If your child does have an appointment that requires them to be absent during the academy day, it is requested that you provide a copy of the appointment letter and minimise the amount of time they are away from lessons.



## Requesting Leave.

If leave from the Academy is needed, then a 'Request for Leave' form **must** be completed at least 5 days in advance.

Please note that the Academy can **no longer authorise any holiday during term-time**. Holiday that totals or exceeds 6 days, or holiday plus unauthorised absences totalling or exceeding 6 days, over a 12 week period will mean that a referral has to be made to the Local Authority where a fine may be issued.

### **Covid-19 situation**

***In light of the current Covid-19 situation please be aware that the current quarantine arrangements put in place by the government for many countries may impact on periods of unauthorised absence and therefore result in a referral having to be made. Also it is important to note that the countries that are subject to quarantine measures may change on a regular basis and, as we have seen, at very short notice.***

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Councils Code of Conduct.

### **Requests for leave process –**

- Leave request form requested, completed and returned to school by parent.
- Form passed to Principal for consideration.
- Letter sent home advising of outcome and detailing potential levels of fine.
- Leave taken – Marked as appropriate ('G' unauthorised LOA) or 'H' (authorised LOA).
- Upon return to school, if unauthorised leave totals or exceeds 6 days, PNR is completed and forwarded to Local Support Team.
- If leave not taken – no further action.
- If after 20 consecutive days of unauthorised leave a child does not return to school on the expected date, or a return date was not given in the initial request, and there has been no contact with home, the Academy may take the decision to remove the pupil from the school roll and reported to the 'Children Missing Education department.

### **The Penalty Notice fine would be:-**

£60 per parent, per child if paid within 21 days, rising to

£120 per parent, per child if paid between 21-28 days.

If the fine is not paid within 28 days you may 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.

### ***Parents/Guardians can expect that the Academy will:***

- Provide an excellent level of education and opportunities for all children.
- Encourage children to arrive at their classrooms on time and prepared for the lesson ahead.
- Record a children's attendance by the end of registration time in the morning and the afternoon.



- On the first day of a child's absence a staff member will make every reasonable effort to contact the parent/guardian to ascertain the reason for the absence if the parent/guardian has failed to do so.
- Act on any problems which the academy are made aware of as soon as possible and feed back to relevant parties.
- Support parents/guardians when their child is refusing to attend the academy by making a referral to the Academy pupil support manager.
- Encourage and reward good attendance, punctuality and behaviour by using the dojo reward system and treats.

## PROMOTING GOOD ATTENDANCE

Lansdowne Academy will monitor attendance daily by registering children at the beginning of every morning and afternoon.

*We will encourage good attendance by:*

- Accurately complete attendance registers and aiming for these to be completed within 10 minutes.
- Following up any unexplained absence on the first day by contacting parents/guardians.
- If no contact has been made after three days of absences a referral will be made to the Academy's pupil support manager, where a home visit will be carried out.
- Where an explanation has not been provided. If after 5 days of your child returning to the academy no explanation has been received then the absence(s) will be **unauthorised**.
- Attendance and punctuality reports will be sent out at the end of each half term or when necessary. A meeting may be arranged with your child's teacher to discuss how improvements can be made in relation to your child's attendance.
- Maintain regular communication with the academy's Education Welfare Worker (EWW) to discuss and monitor any children that may be a cause for concern.
- Children with attendance under 90% will be identified and discussed by senior leaders.
- Ensure all information pertaining to attendance and absences will be accessible on Lansdowne Academy website.

## RESPONDING TO NON-ATTENDANCE

When a child fails to attend the Academy without a satisfactory explanation, we will:

- Contact the parent/guardian on the first day of absence by making a telephone call.
- Calls will be made daily if there has been no contact from parents/guardians. After the third day of unexplained absences, a referral will be made to the academy's pupil support manager and where possible, a home visit will be carried out.



- If the non-attendance continues beyond nine days the EWW will be involved and a joint home visit will be made.
- If a child is absent for 20 consecutive days with no contact from home, then the Academy can take the decision to remove the child from the school's register and refer to the 'Children Missing Education' department along with a referral to the Education Welfare Worker.
- If the parent/guardian fails to respond to all attempts of contact, the matter will be discussed further with a view to a formal referral to the Local Authority.

*The return and reintegration of a child to the Academy after a lengthy absence requires special planning. Prior to the child returning, a meeting will be arranged with the relevant staff and SENCO will also be informed if a child has a medical issue which may require special consideration.*

## **LATENESS**

Lateness is monitored closely by the Academy and each incident is required to be recorded in the registers.

### *Sanctions*

- Children who arrive late will receive a late mark in the official register.
- Parents/guardians will be made aware of their child's persistent lateness and advised of how many minutes of education have been lost. Parents/guardians may be invited to the academy if concerns continue.
- If a child receives 10 unauthorised late marks (U code) over a twelve week period, the Academy will refer to the Local Authority and you may receive a penalty warning notice and possibly a fine.

### **Late arrival to school**

School gates close at 8.50am and registration commences.

Arrival between 8.50am and 9.20am is made via the school office and will be recorded at 'L' on the school register.

Arrival after 9.20am, without a valid reason/medical appointment card will be recorded at 'U' – unauthorised late. This will affect a pupil's attendance and is counted as an unauthorised late arrival for that session.

A penalty warning notice can be issued by the Local Authority for persistent lateness after registers close (after 9.20am), if a pupil has received at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holiday. These late episodes do not have to be consecutive.

A letter will be sent home at the start of a new half-term for any pupil who has 5 or more 'late' marks for the previous half term.



## **ORGANISATION**

**In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the parents the significant link between attendance and attainment.**

## **RESPONSIBILITIES**

### **Governors, Principal and Vice Principal**

- To ensure that the academy has in place an attendance policy that is accessible by all.
- To be made aware of all strategies to help improve attendance and provide support to the Attendance Team.
- To receive annual reports from the Principal in respect of attendance data and trends.
- To monitor the effectiveness of the academy policy.
- To oversee the policy.
- To have particular regard to the equalities aspects of the policy especially in relation to Pupil Premium, SEN, gender, ethnicity and children in care.
- To report to Governors on attendance issues on a regular basis providing number of unauthorised absences, authorised absences and any attendance patterns.
- To liaise with the Principal about any concerns.
- To oversee the analysis of attendance data.
- Ensuring that appropriate strategies are implemented to make the necessary improvements.
- Ensure the appropriate strategies are implemented to improve attendance.
- To be fully aware of the Local Authority Policy on attendance issues and takes appropriate action when needed.

### **Clerical Team**

To ensure all registers are completed for every session and run a daily absence report for each class.

- Record any telephone, email or text messages received from parents/guardians who have advised the academy of their child's absence.
- To follow up on any absences that have not been explained.



- To check that all registers have been taken by the end of registration and contact individual teachers if these have not been done. If there are inconsistencies in a student's mark, checks will be made to see if the child is present. The marks on SIMs will be amended by office staff if the child is present.
- Inform the principal/vice principal of any attendance issues.
- To maintain regular contact with the Education Welfare Service and informed them of all students who are presenting with attendance concerns. To also notify the Education Welfare Worker of all students requesting home education or those who are missing from education.

#### **Teachers.**

- To identify early any student whose attendance is causing concern.
- To communicate with parents/guardians of the academy's initial concerns.
- Speak with the individual student to ascertain reasons for absence and encourage good attendance.
- Discuss with principals if concerns persist.
- To act swiftly when made aware of any issues affecting attendance.
- Raise awareness of good attendance during class assemblies.
- Reward excellent attendance to individuals using dojos.
- To complete registers accurately and on time. Request a paper copy of the register if the internet is not working.
- To ensure the registers are saved appropriately or, if using a paper registers, taken to the office.
- To identify any student who is developing a pattern to their absences or whose attendance is becoming problematic.

May 2020-

## **Addendum to Attendance and Punctuality Policy**

The following addition to the policy will come into effect on 15th June 2020 on the return of additional students to the academy. The academy will submit daily attendance figures using the educational setting status form by midday everyday. The academy will submit weekly reports to the relevant Local Authority for attendance of vulnerable students, as required.

The attendance register should be resumed and the following codes applied until government guidance changes:

- Any student who is not eligible for a session should be recorded as code X (not required in school). This includes year 12 and 10 not in the 25% invited to attend.
- Any student who is eligible to attend (key worker, EHCP or eligible year groups) but does not due to self isolation or shielding, should be recorded as code Y (unable to attend school due to exceptional circumstances).
- Any student who is eligible and cannot attend due to illness should be marked as code I
- Where an eligible student does not attend and does not fit into the categories above, they should be marked as code C (authorised leave of absence) until further notice.
- Where an eligible student is registered at another setting (eg PRU), they should be marked as code D (dual registered). Where this is a temporary arrangement, they should be marked as B code (off site educational activity) by the home school. The host school does not need to add them to the register, but should keep a record for safeguarding purposes.



- Due to staggered start times, the register should not be closed until the end of the session. No student should be given code U (late after register closed). Students who arrive unreasonably later than their allotted start time should be given code L (late before register closed).