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| Policy Name | Attendance and Punctuality |
| Policy Number | LFTSFQ/0026 |
| Date of Issue | September 2023 |
| Author | Sharon Scott |
| Reviewed by | Sharon Scott |
| Date of next review | September 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 Assistant Principal in charge of attendance every year. At every review, the policy will be approved by the governing board

Purpose

To promote excellent attendance at Landau Forte Academy QEMS and Sixth Form 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 are required to attend the Academy Monday – Friday 08:30hrs to 15:00hrs. Additional activities may be arranged where the finishing time will be approximately 16:00hrs.

In order to record attendance at the Academy the students are registered at each session using an electronic registration system.

Students may arrive at the Academy between 07:45hrs and 08:25hrs each morning. Ideally, students should arrive at their designated line up area no later than 08:25hrs.

All learning tutors must take a register within each learning session (at the start of each session) during the Academy day.

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

Lateness

Any student arriving after 08:30hrs should go to tutorial as normal and report to the teacher who will mark a student in as late. The attendance officer will then send a text message home to alert Parents/Carers that their son/daughter has been given a 1-hour detention that evening. Repeated lateness will be followed up by the Attendance Officers and HOY with the student concerned and if the problem continues then with Parents/Carers.

Students who arrive after the registration period has finished in the morning should report to Student Support Services to be marked late and receive a slip which they should present to their teacher on arrival at their lesson. Students who arrive after the register has closed (09:00hrs) will be marked as unauthorised unless a valid reason can be provided and substantiated.

If lateness is persistent (and occurring as unauthorised absence), follow up should involve the HOY, and if necessary the Assistant Principal and the Local Authority.

Absence

All student absence must be notified to the Attendance Officer by 08:35hrs. by telephone on 01827 301825 or email attendance@lfatsf.org.uk to inform them of the situation. Student medical appointments must also be notified in advance and an appointment card may be asked for in some circumstances. If PTs 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 Officer 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 Officer will update the register and inform the Personal Tutor and if appropriate the Head of Year / Student Support Officer of any unusual or extended absences.

The Personal Tutor and attendance officer should support the monitoring of any absences which remain unauthorised. If the absence still remains outstanding the Attendance Officer

will produce further letters to be sent to the Parent/Carer referring the matter to the Assistant Principal.

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)
- 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.

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/Carer decides to go ahead with the proposed leave, absences will be marked as unauthorised and a penalty notice may be issued. It is the responsibility of all Parents/Carers to ensure that their son/daughter 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:

- Students can only leave the Academy if prior verbal or written 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 may 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 Attendance Officer and Head of Year.

Where further support is needed for the student regarding their attendance at school, they should be referred to the 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 - DAILY

The Personal Tutor will:

- Take the register for students in the Tutor group (and buddy tutor if absent)
- Monitor missing marks (N codes)
- Monitor punctuality (L codes)

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The Attendance Officer will:

- Contact Parents/Carers where there is an unexplained absence (Text message at 09:00hrs/ telephone contact beginning at 11:00hrs / letters sent home where no contact made)
- Follow up on students late to Tutorial
- Receive calls/ contact from Parents/Carers regarding absence and update the register accordingly.
- Pass on relevant information to PTs /Head of Year / Assistant Principal regarding unusual or long term absences
- Amend the registers

Attendance – WEEKLY

The Personal Tutor will:

- Monitor the 2 weekly 'Attendance Reports' – following up missing marks with students / relevant staff / Parents/Carers

The Attendance and Data Officer will:

- Produce a two weekly Attendance and Punctuality Report and distribute to tutors.
- Amend the registers from information returned by PTs on the 'Attendance Report'

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
- Seek support from Head of Year 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
- Seek support from Head of Year or SSO where there are concerns about student attendance /punctuality

Leadership and management (SLT Lead for Attendance who is the designated attendance champion) is responsible for providing a clear vision for attendance, underpinned by the Academies high expectations and core values, compassion, curiosity and courage which are communicated to and understood by staff, students and families and will:

- Regularly communicate expectations for attendance and punctuality and school performance through your regular channels of communication with staff, students and Parents/Carers
- Use physical presence to reinforce routines and expectations on arrival and departure
- Establish and monitor implementation of rewards for attendance and punctuality and sanctions for absence and lateness
- Monitor implementation of policy and practice, for example through:
 - Form time drop in
 - Shadow late gate
- Monitor whole Academy data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- Establish, implement and monitor robust arrangements to identify, report and support children missing education (CME)

- Develop good support for students with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)
- Engage students in consultation on attendance policy, practice, rewards and sanctions
- Ensure that Parents/Carers fully understand the demands and responsibilities of elective home education

Attendance data will be generated by the attendance officer and data officer, to ensure that effective intervention strategies are implemented as a matter of routine. Heads of Year / PT's will be provided with regular updates to monitor patterns of attendance. Regular liaison must occur in school with key members of staff including SLT links, Heads of Year, Student Support Officers and the Attendance Manager to discuss and implement strategies for dealing with poor attendance/punctuality

Governing board will:

Governors will have an accurate view of Academy attendance and engage in escalation procedures where appropriate.

Positive Action to Improve Attendance

A regular cycle of activities will take place to promote good attendance/punctuality e.g. assemblies, targeted assemblies, celebration breakfasts, one to one discussions through attendance spotlight sessions and attendance matters conversation /recording on student passport during tutorial, mentoring with students and meetings with Parents/Carers.

Student Support

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 (PT), Student Support Officer (SSO), attendance manager or Head of Year (HOY) before school, at break, at lunch time or after school.

Students with attendance issues are identified and are given extra support to help them manage their attendance in school.

| <i>Level of Intervention</i> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1 – 93-95.9% Attendance Tutor Intervention – tutor mentoring and monitoring phone call of concern to Parents/Carers from personal tutor. Meeting to discuss further support if required. |
| Level 2 – 90-92.9% Attendance HOY Intervention – Communication with Parents/Carers to discuss support strategies further. |
| Level 3 – 90% and below Persistent Absence HOY and Leadership Intervention – Attendance Meeting and home visits. Fines imposed where appropriate. |
| Level 4 – 50% and below Severe Absence Leadership intervention – Where a Penalty Notice would be deemed inappropriate, court proceedings may well be actively pursued leading to prosecution. |

Attendance Certification and Standards

Every student will be issued with a statement of their attendance annually. For students who have achieved good, outstanding or 100% attendance this will be accompanied by a certificate and Reward credits. For students who have shown significant improvement in attendance (but fall below the 96% 'Good' standard) Reward points may be awarded.

Where attendance falls below 96%, depending on individual circumstances, improvement is needed. There will be monitoring, support and intervention as appropriate.

Where attendance falls below 93% this is a cause for concern and will be monitored by HOY and Attendance manager; appropriate support and intervention will take place.

Where attendance falls below 90% this is a serious cause for concern and may constitute Persistent Absence (as identified by DCSF). A referral will be made to the Local Authority.

| Standard | Attendance rate | Action | Frequency |
|---------------------------|-----------------|-------------------------------------------------------------------------|---------------|
| 100% | 100% | '100% Attendance' 1000 Reward Credits on Go for schools and Pizza Party | End of year |
| Good | 96% - 99.9% | 'Good Attendance' 300 Reward Credits on Go for schools | Weekly Termly |
| | | | |
| Needs Improvement | Below 96% | | |
| Cause for Concern | 93 – 95.9% | | |
| Serious cause for Concern | Below 90% | | |

Academy average attendance = 96%

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

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 Code 'U'

A penalty notice can be considered for persistent late arrival at school i.e. after the register has closed 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.

Registration

Electronic registers are completed for each learning session and personal tutorial times.

Lateness

Any students arriving after the start of a learning session must give a reason for the lateness.

Lateness must be shown as an 'L' on the register by Learning Tutors with an indication of how many minutes.

Repeated lateness will be followed up by the Personal Tutor/Curriculum Leader with the student concerned and, if the problem continues, with Parent/Carers.

If lateness is persistent (and occurring as unauthorised absence), follow up should involve the Pastoral and Senior Leadership Team

Persistent lateness should be managed in accordance with the Academy Behaviour Policy.

Reporting Absence

What to do if you / your son/daughter is ill

If your son/daughter is too ill to attend the Academy, Parents/Carers should contact the Attendance Officer by 08:35hrs :

- by telephone on **01827 301825**. The telephone system allows you to leave a message 24 hours a day.
- by email to attendance@lfatsf.org.uk

Please give you or your son/daughters name, year group, the reason for the absence, and how long you expect the absence to last. We ask that you contact us each day that you / your son/daughter is absent unless you have given us an indication of how long the absence will last.

If a student's attendance falls below 80% we may place an attendance intervention strategy to support the wellbeing and academic outcomes of the student, which is likely to include additional supportive measures, to ensure attendance to the academy.

What to do if you / your son/daughter has an appointment

All routine medical and other appointment should be arranged out of Academy time. In exceptional circumstances, where an urgent appointment is required, we require sight of an appointment card or letter in order to authorise the absence from Academy. We would ask that you attend the Academy before the appointment and return afterwards, where possible. Other circumstances where an absence will be authorised include:

- University open days
- University, college and job interviews
- Driving test (not lessons)

We do not authorise driving lessons.

Automated contact to Parent/Carers

We take our safeguarding responsibility seriously and automated texts are made if a student is absent and we have received no reason for the absence.

If the first instance this text will be sent to the Parents/Carers. If there remains a safeguarding concern, we will contact the Parent/Carers for a reason for the absence.

A message will be sent, even where your son/daughter has been absent due to illness on previous days. We cannot assume that your son/daughter is still ill unless you have notified us.

Unauthorised absence

The following reasons for absence will not be authorised:

- Missing face-to-face provision such as lessons, tutorial, enrichment (when required to be on site) or personal development days
- Driving lessons (but not driving tests)
- Shopping trips
- Holidays (see below)
- Other activities not deemed to be appropriate

Holiday Absence

The government strongly urges Parents/Carers to avoid taking their children out of Academy for family holidays as this will disrupt their education. The Principal is under no obligation to authorise any leave of absence unless there are exceptional circumstances why this cannot be arranged out of Academy time. The Academy does not authorise leave of absence unless the circumstances are exceptional.

Any requests for leave of absence should be made well in advance and in writing by completing the Academy Leave of Absence Form. All requests are considered individually, taking into account the circumstances of the request. Parent/Carers will be notified of the Academy's decision in writing.

Persistent Absence

The Government describes any student with attendance of 90% and below as a Persistent Absentee. Persistent Absence has a serious impact on students, as much of the work that is missed when they are off Academy is never made up, leaving these students at a disadvantage to others.

Any student with a continuous absence of longer than five Academy days is expected to provide a medical note in the case of illness before the absence will be authorised.

Should a student require more than ten Academy days absence due to illness, Parents/Carers are expected contact the Academy to discuss the student's ability to continue with their study programme. Cases will be considered on an individual basis. Any student with unauthorised continuous absence of longer than 15 Academy days may be considered to have left the Academy and will be removed from the Academy roll.


The Landau Forte Academy Tamworth Sixth Form Learning Agreement states that progression from Year 12 to Year 13 is subject to meeting the Sixth Form's expectations and standards and these include attendance. A student may be refused entry into Year 13 based on a number of factors, which may include significantly poor attendance and disengagement without supporting external / official documentation.

Truancy

If a student intentionally does not attend a timetabled lesson during the day, this will be logged as truancy as falls far below the expectations of a Sixth Form student. Truancy will be sanctioned in line with the Learning Agreement and Parent/Carers will be informed.

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 | Principal / VP | AO |
| C | Other authorised circumstances | Authorised Absence | Principal / VP/AP/DOS | AO |
| D | Dual registration | Approved Educational Activity | Principal / VP | AO |
| E | Excluded | Authorised Absence | Principal / VP | AO |
| F | Extended family holiday | Authorised Absence | Principal | AO |
| G | Family holiday (not agreed or in excess of agreement) | Unauthorised Absence | Principal / VP | AO |
| H | Family Holiday | Authorised Absence | Principal | AO |
| I | Illness (NOT medical or dental appointments) | Absent | PTs / HEAD OF YEAR | AO |
| J | Interview | Approved Educational Activity | PTs / HEAD OF YEAR | AO |
| K | Internal exclusion | Present | AP / / HEAD OF YEAR | AO |
| L | Late (before registers closed – 30 mins) | Present | LTs / PTs | LTs / PTs AO |
| M | Medical dental appointments | Authorised Absence | PTs / HEAD OF YEAR | 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 | Principal / VP / HOY | AO |
| P | Approved sporting activity | Approved Educational Activity | AP / HEAD OF YEAR | AO |
| R | Religious observance | Authorised Absence | PTs / HEAD OF YEAR | AO |
| S | Study Leave | Authorised Absence | Principal | LTs* / PTs* AO |
| T | Traveller absence | Authorised Absence | Principal / VP / HOY | AO |
| U | Late after register closed | Unauthorised Absence | LTs / PTs/HOY | AO |
| V | Educational Visit | Approved Educational Activity | PTs / HEAD OF YEAR | AO |
| W | Work Experience | Approved Educational Activity | Principal/DOS/ AP | AO |
| X | Untimetabled sessions (post 16 only) | Not counted in possible attendances | DOS | AO |
| Y | Forced and partial closure | Not counted in possible attendances | Principal | AO |

 =Authorisation by PTs / LTs
 VP – Vice Principal
 AP – Assistant Principal
 DOS – Director of Sixth Form
 HOY – Head of Year
 PT/LT – Personal Tutor / Learning Tutor



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| Date | September 2023 |
| Change Made | Various |
| Made By | SLT Lead for Attendance, Sharon Scott |