



L.E.A.D. Academy Trust

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# **Uplands Junior LEAD Academy Attendance Policy**

**Reviewed: September 2021**

**Annual Review: September 2022**

**Reviewed and amended Sept 2022 LC**

**Approval:** Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher.

## Policy Statement

### Introduction

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

Each academy must have a policy which sets out clearly:

- strategies to promote good attendance
- the procedures for monitoring attendance
- the mechanisms for dealing with poor attendance
- action taken when an absence is unexplained.

It is our intention to ensure that every child and young person enjoys coming to school by providing a stimulating, challenging and secure environment. All pupils will be encouraged to be regular attendees, which will ultimately enhance their learning.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time-keeping for all pupils and this will be communicated through regular contact with parents/carers.

Absences must be kept to a minimum and will be authorised in line with Government Guidelines. Continuity of learning can only take place through regular attendance.

L.E.A.D. Academy Trust recognises and adheres to each relevant local authority's Children and Families Penalty Notices for Truancy, Excluded Pupils, Persistent Lateness and Unauthorised Holidays in Term Time Local Code of Conduct.

## **Legal Framework**

Department of Education guidance on attendance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/518586/Advice\\_on\\_school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/518586/Advice_on_school_attendance.pdf)

Government overview of attendance and absence:

<https://www.gov.uk/school-attendance-absence/overview>

Statutory guidance on Children Missing Education also applies to academies

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395138/Children\\_missing\\_education\\_Statutory\\_guidance\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 (which made an amendment to the Education (Penalty Notices) (England) Regulations 2007 Regulations to decrease the period of time parents have to pay a penalty notice) are explained in this document: [http://www.legislation.gov.uk/uksi/2013/757/pdfs/uksiem\\_20130757\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/757/pdfs/uksiem_20130757_en.pdf)

The amendments remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers cannot grant leave of absence during term-time unless there are exceptional circumstances. If the circumstances are considered exceptional the Headteacher should determine the number of school days a pupil can be away from school if leave is granted.

**Cross Reference:** Child Protection and Safeguarding Policy; Equality Policy

## **Uplands Junior LEAD Academy Policy**

The aims of the policy are:

- to give a clear outline of our strategies to promote good attendance
- to explain the procedures for monitoring attendance
- to clarify the mechanisms for dealing with poor attendance.

It is our intention to ensure that every pupil enjoys coming to Uplands Junior LEAD Academy by providing a stimulating, challenging and secure environment. All pupils will be encouraged to be regular attendees, which will ultimately enhance their learning and life chances.

Absences must be kept to a minimum and will be authorised in line with Department for Education Guidelines. We believe that continuity and effective learning can only take place through regular attendance.

Regular appraisal and monitoring of registers, both internally and in partnership with the EVC will highlight any issues which may be followed up by written and/or verbal communication, including an Attendance Panel Meeting.

Uplands Junior LEAD Academy recognises and adheres to the Leicester City Local Authority's Penalty notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time Local Code of Conduct and the latest DfE guidelines.

**Registration time** is:

Morning	9.00 am
Afternoon	1.00 pm

A child arriving between 9-9.15 will be marked as late.

Children arriving after 9.15 will be recorded with an unauthorised late code.

At times of exceptional weather the registers may, according to DfE guidelines remain open until 9:30am. Parents will be informed of any such occurrence.

### **Registration**

- Only authorised persons may complete registers and must be taken at the same time twice a day.
- Electronic registers are used in every class as part of the School's Information Management System (SIMS).
- If the electronic register cannot be taken then the office administrator will provide a paper register and will then input it on the electronic register from the office.

### **Monitoring Attendance**

- All pupils' attendance is monitored daily
- The Headteacher/Deputy Headteacher and the Education Welfare Officer review pupils' attendance fortnightly

### **Authorised and Unauthorised Absence**

- Only the Headteacher can authorise absences.
- If letters/notes come from parents/carers directly to the teacher then these should be signed and dated by the teacher and sent to the office.
- If a teacher receives verbal communication then it must be recorded on the electronic register for the appropriate days, otherwise the office administrator must be informed so that it can be recorded from the office.
- All information about absences and logs of the academy's attempts to make contact with home is recorded electronically on SIMS and in pupil absence records.
- Unexplained absences must be investigated immediately by contacting the pupil's home directly.
- If there has been no communication on the first day of absence the headteacher is informed to follow up the absence.
- If a pupil has not returned to the academy and there has been no contact made a home visit will be made.
- If a pupil is absent and no contact has been successful by the academy, a safe and wellbeing check will be requested by the police, the pupil may be referred to Social Care in line with the academy's Child Protection and Safeguarding Policy.
- If a pupil is missing for more than two weeks, then s/he will be to the Local Authority as a Child Missing in Education.

### **Holidays**

- No holidays can be authorised during term time (in accordance with the law).
- If a family is affected by extremely difficult circumstances, then the Headteacher may reserve the right to authorise 'leave of absence'. 'Leave of absence' will only be authorised in the most testing and difficult circumstances. Authorisation in these circumstances should be requested prior to booking flights or the organisation of any other arrangements to avoid difficulties or financial loss.
- Where families are known to have taken pupils out of the academy during term time without prior agreement, proceedings will commence for Penalty Notices to be issued. These are issued per pupil/per adult.
- Due to the Year 6 Statutory Assessment Tests (SATs), the academy cannot condone any absence during the SATs week in May. Pupils who are knowingly taken from the academy to go on holiday during SATs will be referred to Education Welfare for Penalty Notices to be issued.
- Any parent requesting leave of absence must meet with the Headteacher to discuss the reasons for the request.

### **Lateness**

- We expect each and every child to be on time for school.
- Lateness adversely affects the child at the start of the day of learning.
- Frequent late arrival at school is detrimental to your child's learning and is taken seriously. Lateness is monitored and discussed with the EWO. Persistent lateness will be treated in a similar way to unauthorised absences.

### **Rewards**

- Individual certificates are given to pupils for a term's 100% attendance.
- All certificates are presented in an assembly and the names of those with 100% attendance are put into a prize draw.
- Attendance is linked to the whole school reward system.
- The class with the best attendance of the week is given a trophy.
- There is an attendance display at the academy to inform pupils/parents/carers of the percentage of attendance for their child's class.

### **Communication with parents/carers**

- Parents/carers are regularly informed about attendance issues in the Headteacher's newsletters.
- Letters are sent about absence and lateness, stressing the legal requirements for pupils to attend and the financial penalties that may be served for non-attendance.
- Parents/carers of pupils whose attendance is causing concern, are sent letters inviting parents into school to discuss attendance and punctuality.
- The academy will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to the academy with the support of the EWO.

### **Penalty Notices**

Under the Anti-Social Behaviour Act 2003, the Education Welfare Service has the power to issue Penalty Notices and to take legal action:

- against the parents/carers of any pupil who fails to attend school regularly;
- at the request of the Headteacher in respect of any pupils who are regularly late after the close of the register;
- where unauthorised absences have occurred due to unauthorised holidays being taken in during term time.

### **Review**

- Senior Leadership Team and Governors review the effectiveness of this policy annually.
- Statistical analysis is completed every week and updated each half term to be included in the Headteacher's Report to Governors.