

ATTENDANCE POLICY (Students)

Reference this policy is aligned to with LCC	n/a
Agreed with Support Staff Trade Unions	n/a
Adopted by the Governing Body	May 2023
Next Review Due	Sept 2024
Agreed with Teacher Trade Unions and Professional Associations	n/a

School Aim

Welland Park Academy provides a challenging and supportive environment, which positively encourages all students to attend all sessions.

We believe that good attendance is essential to educational success and aim to support students in developing positive attitudes towards punctuality and attendance, so that they may take full advantage of the learning experiences provided for them.

The Academy believes that attendance is everyone's responsibility. Regular attendance at school is the key to enabling students to maximise the learning opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential, belong, achieve and make a positive contribution to their community.

Parental support

The Academy believes in working collaboratively in partnership with parents/carers. Where a student's attendance gives cause for concern, contact will be made between the appropriate staff and parents. Parents should be aware that absence from school may have a detrimental effect on their child's education. Interruptions to the complex learning process can lead to gaps in a child's knowledge and understanding, missed stages in the acquisition of a new skill and lost opportunities to share in and grow from new experiences.

Parents of registered students of compulsory school age are legally responsible for ensuring that their child attends and stays at school, they risk fines or prosecution if they fail in this duty. Students are expected to attend for the full 190 days of the academic year unless there is a good reason for absence.

Students cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

Absence

Absence is defined as:

- Arrival at school after the register has closed
- Not attending school for any reason

There are different types of absence:

Authorised (where the school approves student absence - only the school can authorise absences) These will be considered on a case by case basis provided that attendance is not below the Academy threshold.

Authorised absence will be considered for occurrences such as:

- Child sickness
- Serious or critical illness of a close relative
- Unavoidable medical/dental appointments
- Religious observance
- Bereavement
- Wedding of an immediate family member
- An absence due to a family emergency
- Attendance at or in connection with a Children’s Hearing or Care Review

Unauthorised (where the school will not approve absence)

Absence will not be authorised for events such as:

- Family holidays. Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time
- Leaving school for no reason during the day
- Non-medical appointments
- Closure of a sibling’s school for training days

Persistent absenteeism:

- Missing 10 percent or more of schooling across the year for any reason

Punctuality

Time:	Punctuality Action:
08:40am	Students expected to be in school. KS4 students via the back gate. KS3 students via the front gate.
08:45am	Gates closed and morning registration opens. Students arrive at school after this time will enter via reception and receive a late mark.
9.15am	All morning registration closed for collation by the attendance team. After this time students arriving late to school will receive a U mark.
1.10pm	Any students returning after lunch must be in reception by this time.
1.20pm	Afternoon registration opens. Students arrive at Period 4 lessons after this time receive a late mark.
1.40pm	Afternoon registration closed for collation by the attendance team. After this time students arriving late to school will receive a U mark.

It is important to foster positive attitudes to arriving at school on time. Students who arrive late have a negative start to the day and may miss vital information given at the beginning of the day/lessons.

We expect all students to be in school by 8.40am, ready for morning registration/assembly, or returning after lunch to the school office by 1.10pm. Students arriving after this time will be marked as present but arriving late.

The register will close at 9.05am and 1.30pm respectively, students arriving after the close of the register will be recorded as late. This will not be authorised and will count as an absence for that session (U).

On arrival after the close of register, students must immediately report to the Academy front reception where the register will be amended to indicate the student is in school. This ensures that we can be responsible for their health and safety whilst they are on site.

The school will regard punctuality as of the utmost importance and sanctions are applied for lateness.

Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All pupils are expected to be in their classes by 8:45am and 1:20pm, where the teacher will record the attendance electronically. Any student with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, the Principal and pastoral team is notified, and they will contact the parent in order to assess the reasons behind the student not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the student, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

Missing children

Students will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a student going missing whilst at school:

- The member of staff who has noticed the missing student will inform 'on call' immediately by pressing the emergency alert.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- Available members of staff will conduct a thorough search of the premises.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds

- If the pupil has not been found after 30 minutes, then the parents of the student will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the student, and the emergency contacts list has been exhausted, the police will be contacted.
- If the missing student has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the student has been located, members of staff will care for and talk to the student to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the student has been located.

The Academy will take the appropriate action to ensure that students understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Positive Behavioural Policy.

Students at risk of persistent absence (PA)

The Academy will ensure it provides support to students at risk of persistent absence (PA), in conjunction with all relevant external authorities where necessary.

In order to ensure the school has effective procedures for managing persistent absence, the SLT will with the Attendance Officer:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a weekly tutor review.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.
 - Creating attendance clinics.

Where a student becomes at risk of PA, the Academy will:

- Welcome the student back following any absence and offer catch-up support to build confidence and bridge gaps in learning.
- Meet with the student to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Lead weekly check-ins to review progress and assess the impact of support.
- Make regular contact with the student's parent to discuss progress.
- Consider what support for re-engagement might be needed, including with regard to additional vulnerability.

Where a student at risk of PA is also at increased risk of harm, the Academy will work in conjunction with all relevant authorities, e.g. social care, to support the student in line with the Academy's duty of care.

The Academy attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- CiC
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND

If they are persistently absent, students will be referred to the Inclusion Service who will attempt to resolve the situation through a parent agreement. If the situation cannot be resolved and attendance does not improve, the Inclusion Service has the power to issue sanctions such as prosecutions or penalty notices to parents.

Procedure

The procedures for monitoring attendance are outlined below. The Attendance Officer and Pastoral team work in partnership with all stakeholders, students, parents/carers, all staff and outside agencies to maintain high levels of attendance and support students who may be having difficulties which lead to absences.

- If a child is absent from school, parents should report absence via Edulink (absence report section) by 9-30am stating a reason. In the event of illness, the parent should report the absence daily via Edulink to inform them of the students' progress.
- A note of explanation and/or evidence should be emailed to student services (via Edulink) to support any absence from school.
- The Education (Pupil Registration) (England) Regulations 2006 require schools to take an attendance register twice a day. Attendance registers for all tutor groups are completed at the beginning of each morning at 8.45am. the pm register is taken at the start of period 4.
- Returned registers are then checked by the Attendance Officer and any first day absences that are not accounted for are followed up by phone calls and texts home. By doing this we are secure in the knowledge that all our students are safe and where they should be. This will also enable us to enter the correct attendance code in the register (see Appendix A)
- If we are unable to contact a child's parent or obtain a reason for the absence, it will be coded as unauthorised 'N'. Parents will be given **3** working days to reply to provide a reason. If we still have no contact, the absence will be changed to be recorded as unauthorised 'O'. Persistent non-contact over the three days will result in a home visit being carried out.
- Students arriving late are required to 'sign in' and their names passed on to the Attendance Officer. All students that are late without an accepted reason will have a lunchtime detention the same day. Failure to attend this detention will result in a longer afterschool detention on the same day. After 3 successive 'lates', students will serve an after school detention with the Senior Leadership Team in the first instance, after this, if this persists, the pastoral team will contact the parents/carers directly to discuss further sanctions.
- If a student arrives late after the close of registration (9:05am), they will be marked on our registers as a 'U'.
- Registers are also taken in every lesson via lesson monitor, this enables us to track punctuality.
- Where needed the school develops support programmes for re-integrating students from long term absence, preferably the school would be in regular communication with the parents/carers about the absence.
- The Academy also recognises that some students are more likely to require additional support to attain good attendance. For example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and Children in Care. The Academy will implement

a range of strategies to support improved attendance. Support offered to both families will be centred around the student and planned in discussion and agreement with both parents/carers and students.

- Parents are responsible to provide as much evidence as possible to support their student's long term absence (doctor's letters, appointment cards, agency letters etc.) Where the Academy has significant concerns regarding a student's repeated or lengthy absence due to illness, we will ask the pupil's parent/carer to provide medical evidence, for example, prescription details, appointment card or other appropriate form of evidence. In cases where there are concerns about the reported illness, the absence may be recorded as 'Unauthorised' until suitable evidence is provided. Any costs incurred in obtaining these will be the parent's responsibility.
- Application for Leave of Absence must be sought in writing from the Principal, prior to the event. - From September 1st 2013, the amendments to the Education Regulations in relation to absence from school, give NO entitlement to parents to take their child on holiday during term time. Any application must be put in writing to the Principal and will only be granted in exceptional circumstances. Parents/carers should be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year. Holidays that are unauthorised will be recorded and may lead to a referral to the Leicestershire Court Team and a Penalty Notice being issued.
- In the case of a student with attendance which gives cause for concern having a large number of absences for medical reasons, the school will require medical evidence in order to authorise future absences of this nature, the parent will be notified of this requirement in writing due to the high level of absence for illness, this must be provided by the parents/carers at the earliest opportunity.

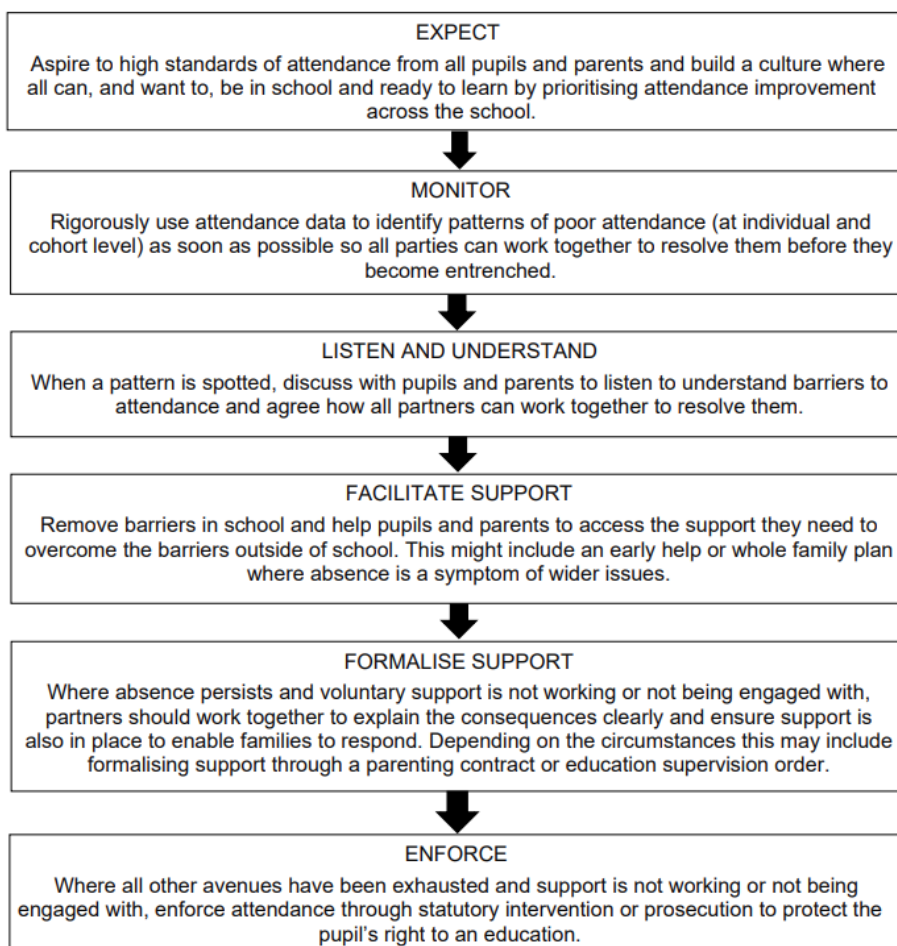
Monitoring attendance

- The Academy contacts parents by phone or text on the first day of any absence, if no reason is available
- Tutors refer any concerns they have over student's attendance/punctuality in their form to the Attendance Officer.
- Students who are regularly late are overseen by the Attendance Officer who will sanction in line with the Academy policy.
- Weekly absence summaries are produced for both of the Key Stage Student Support Managers and Progress leaders as well as the SLT link.
- Attendance data is provided to the form tutor on a weekly basis and is monitored during tutor time where all students record their cumulative attendance on cards that they are expected to carry on their person at all times.
- Letters of concern are sent when a student's attendance falls below 96% or five days absence and an attendance target for the next six weeks will be set.
- A second letter will be sent after 10 days absence. Any further absences will not be authorised without medical evidence and will be coded as an 'O' which is absent from school without authorisation.
- In between letters parents will be contacted to discuss the Academy's attendance concerns and to alert to a further letter being sent out if attendance continues to fall.
- Further concern, either from no significant improvement in the student's attendance, or a high level of unauthorised absence, may result in one to one support sessions with the Attendance Officer who will liaise with a Senior Leader and parents may be invited into the Academy to discuss the situation and agree an Action Plan.
- Students with attendance of less than 90% are considered to be persistent absentees, attendance less than 50% is defined as severe absence and will be of concern to the Academy and the Local Authority.
- If persistent absence intensifies and the school's efforts to improve attendance are unsuccessful, the Academy will work in tandem with the Local Authority and other relevant partners.
- Where the needs are wider and a whole family response is more appropriate, a voluntary Early Help Assessment may be recommended.
- Where voluntary engagement in support is proving challenging the Academy will hold more formal conversations with parents/carers. This may mean that the matter will be referred to Leicestershire

Inclusion Team for further support and/or the Local Authority Pupil Services Court Team for legal action. The Pupil Services Court Team have the statutory legal powers to address poor school attendance levels and will consider whether a case is suitable for attendance prosecution or a penalty notice or parenting contract, not as a punishment but as a means of enforcing attendance. See Appendix D.

- The Academy uses mathematical data to track attendance throughout the 190 expected days.
- In Annex A, in Children missing in Education Sept 2016 – It states the grounds for removing a pupil from roll. Key points to mention are:
 - absence from school for a period of not less than 20 school days
 - at no time during the period was the absence authorised by the school
 - the school does not have any reasonable grounds to believe that the student is unable to attend due to sickness or any unavoidable cause
 - The school and the local authority have failed after, jointly making reasonable enquires, to ascertain where the pupil is.
- The list for annex A is included in Appendix B.
- A sign off sheet for removing a student from the admissions register – Appendix C.

Working together to improve attendance



Rewarding good attendance

The school will acknowledge outstanding attendance including:

- Letters/postcards home
- Half termly form attendance cups
- Termly rewards
- End of year trips
- Vouchers

School trips and events will be considered a privilege. Where attendance drops below 90 percent, these privileges may be taken away.

Present at school:

Registration Code / \: Present in school / = am \ = pm

Present in school during registration

L Late arrival before the register has closed

Authorised:

B Off-site educational activity

C Leave of absence authorised by the school

D Dual registered – at another educational establishment

E Excluded

H Holiday authorised by the school

I Illness (not medical/dental appointments)

J At an interview with prospective employers/or at another educational establishment

M Medical or dental appointment

P Participating in a supervised sporting activity

R Religious observance

S Study leave

T Traveller absence

V Educational visit or trip

W Work experience

Unauthorised:

G Holiday not authorised by the school or in excess of the period determined by the Principal

N No reason yet provided for absence

O Absent from school without authorisation

U Arrived in school after registration closed

Administrative codes:

X Not required to be in school

Y Unable to attend due to exceptional circumstances

Z Pupil not on the admission register

Planned whole or partial school closure

Annex B: Grounds for deleting a pupil from the school admission register

<p>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</p>	
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8	8(1)(h) - that he/she has been continuously absent from the school for a period of not less than twenty school days and —
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	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>

ACTIONS	Where to get information	Who has actioned (initials)	When was it actioned
Attendance record with evidence that a student has had 20 or more absent days in an academic year	Absence reports from SIMs, Children Missing Education Sept 2016		
Evidence that WPA and LA have made reasonable enquires to ascertain where the pupil is & why not in education	Emails / Letters / Contact with LA – LAC/SENA/CME		
Evidence that the reason for absence is not sickness or any unavoidable cause	Emails / Letters / Documents from parental contact		
Proof that the student no longer resides at a place which is a reasonable distance from the school in which they are registered	Emails / Letters / Documents from parental contact		
Evidence that the school student absence policy has been adhered to	All key points in policy have a documented outcome		
Check that absence hasn't been authorised by school historically	Absence reports – SIMs, SLT sign off		
If student has SEND proof that all reasonable actions have been taken to cover student needs	SENCO		
Evidence that removal consideration has been formally discussed by SLT / Governors. Approval documented is best practise	SLT		
Email proof that CME has been contacted and student case has been talked about	Pastoral / SENCO / SLT email trails		
Email proof that SENA has been contacted and student case has been talked about	Pastoral / SENCO / SLT email		
Email proof that Pupil Services Court Team has been contacted and student case has been talked about	Pastoral / SENCO / SLT email		
Correct form has been completed to request removal from admissions register and submitted to Pupil Services Court Team	Pastoral / SENCO / SLT / Data Manager email		
Letter sent to students parents evidencing which parts of Annex A are breached	Pastoral / SLT Letters		

