



Attendance

Policy into practice

1. Aims

This document aims to set out the practice and procedures followed by Carlton Road Academy in relation to attendance. This must be read in conjunction with Voyage Education Partnership Trust Attendance Policy

Carlton Road Academy recognises the importance of good attendance at school in enabling their learners to achieve their potential in life. If you would like any further advice or support regarding your child's attendance, please contact Mrs Lorraine Reed, our "Attendance Champion" or Mrs Drummond our "Attendance Officer" at the academy who will be happy to help.

2. Definitions

The academy defines "**absence**" as either:

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

The academy defines an "**authorised absence**" as:

- An absence for sickness for which the academy has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the academy has granted leave.
- Religious or cultural observances for which the academy has granted leave.
- An absence due to a family emergency.

The academy defines an "**unauthorised absence**" as:

- Parents keeping children away from the academy unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at the academy 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 which have not been agreed.
- Leaving the academy for no reason during the day.

The academy defines "**persistent absenteeism (PA)**" as:

Any learner who misses 10% or more (19 school days) schooling within and across the academic year for whatever reason (either authorised or unauthorised).

Absence at this level does significant damage to any learner's educational prospects and we need parent/carer's full support and co-operation to tackle this.

The academy defines "**in danger of becoming persistently absent**" as:

Any learner whose attendance is 90.1% to 93% within and across the academic year for whatever reason (either authorised or unauthorised).

Absence at this level does considerable damage to any learner's educational prospects and we need parent/carer's full support and co-operation to tackle this.

The academy defines "**severe absenteeism (PA)**" as:

Any learner who misses 50% or more (90 school days) schooling within and across the academic year for whatever reason (either authorised or unauthorised).

3. Promoting Good Attendance

- Children are welcomed back warmly after they have been away to demonstrate they have been missed and are wanted in the class.
- Each week the classes with the best attendance % are celebrated in Friday assembly.
- The Attendance Champion sends home postcards to children who are demonstrating positive efforts to improve their attendance.
- Staff will share praise and encouragement with individual pupils where we know there are attendance issues to address, and they are making improved attempts to come to school.

4. Attendance Register

Children are expected to enter school at 8.40 am when the gates are opened. The class registers are taken in the morning from 8.50am as the gates close and are submitted to the office for 9.00am. Registers are formally closed at 9.30am arrivals during this time children are marked "L", late. Children arriving after this time will be marked as U, which counts as an absence for that session and contributes to their attendance statistics.

In the afternoon, for KS1, registers are taken at 12.45pm and in KS2, registers are taken at 1.05pm.

Staff completing the attendance register in the first instance will mark whether learners are:

Present / (am) \ (pm)

Absent N

Once a register has been completed, staff will ensure that the register is saved.

Administration staff will then go through the register and use the appropriate code to denote the reasons for absence.

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. e.g. film shoot
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments

R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence - Parent travelling for occupational purposes
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration, not remote learning, must be supervised learning))
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip (supervised by a member of school staff)
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in attendance)
X	Not required to be in school - for non-compulsory school age children
Z	Pupil not yet on roll - not counted in attendances
#	Planned whole or partial school closure - NOT counted in attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Where there is no known reason, administrators will take reasonable steps to ascertain the whereabouts of pupils. This will include phoning all available contacts, sending a text/ Parent Portal (MYEd) message and sending an email.

Once these steps have been followed and if no contact can be made, the child will continue to be recorded as 'N'. In addition, the academy may decide, at their discretion, to make an unannounced home visit to the learner's listed address. If there is no answer, a calling card will be left asking parents/carers to contact the academy as soon as possible.

Where no reason is provided for an absence, the academy may send a letter to the home address to request a reason for the absence and further work may be required.

5. Absences

Parents and carer are responsible for informing the academy about any absences.

Illness/Injuries

Where learners are ill and are unable to attend, parents and carers are responsible for making contact with the academy on day 1 of any absence. This can be done by ringing the school's telephone number 01205 364674 and leaving an absence message. Alternatively, parents/carers can also message school via the MyEd app, or via the Facebook Messenger app, or call in person at the office.

Parents must specify the reason their child is absent being 'ill' is not a sufficient reason and parents may be asked to clarify this further.

Having an injury is not necessarily a reason to be absent from the academy. Parents should contact the academy as soon as possible to clarify whether their child is able to continue to attend school. For the majority of injuries, learners will still be able to attend the academy with reasonable adjustments being made for them.

Religious Observances

The academy recognises that some religious observances take place during term time and learners may need to be absent from the academy to attend services and festivals.

Where a parent/ carer intends to remove their child for the observance, they must make a request to the academy at least 7 days prior to the observance.

The academy may seek clarification of these dates from religious leaders and organisations where necessary.

Holidays and other family absences during Term Time

The academy is **not able to authorise holidays during term** time unless there are very specific, unavoidable and exceptional circumstances. This is at the discretion of the Headteacher and Attendance Champion.

If parents/carers feel that their circumstances for removing their child from school in term time are exceptional, then they must make a request, in writing and reasonably before departure (a minimum of a week or more ideally) for consideration by the headteacher who will decide whether or not the absence will be authorised and for how long the learner is permitted to be absent.

Please note that families taking holidays in term time because of:

- *Parental leave dates*
- *The time and cost of flights*
- *Coinciding leave with other family members*
- *Birthdays or family celebrations abroad*

Do not constitute an exceptional circumstances.

If parents/carers chose to take their children out of the academy without authorisation from the headteacher, this absence will be coded as unauthorised. The academy will then make an application to the local authority for a Penalty Notice to be issued.

Failure to pay a Penalty Notice may result in further legal action being taken by the local authority in the form of the Single Justice Process in the Magistrates Court. See 'Further Action' for more information.

Medical Appointments

Where possible the academy would encourage parents/carers to arrange medical/ dental appointments outside of the academy day.

Where this is not possible, parent/carers must inform the academy in advance of the appointment. It is imperative that learners are not absent for more time than is necessary to attend the appointment.

Evidence of the appointment will be requested by the academy.

6. Responding to Poor Attendance

Letter of Concern

At the end of each term, letters of concern are sent to all parents/carers where their child's attendance has fallen below expectation.

This is of a standard format.

School Attendance Panel

When the academy has concerns about the attendance level of a learner, they will invite the parent(s)/carers in to discuss the issues surrounding the poor attendance. This is known as a school attendance panel meeting.

The meeting will be held by the academy which may involve the academy Attendance Officer and Attendance Champion and/or an Educational Welfare Officer may be in attendance, depending on the level of support needed.

During this meeting an action plan will be created and this will be shared with parents/carers. A target for the learner's attendance and a review date will be set. Additional support through the Early Help process will also be discussed at the meeting where appropriate.

Pupil Not Attending Regularly (PNAR)

Where a learner has missed 10 consecutive days of learning, without prior consent, the academy will inform the Local Authority.

Responding to learners who arrive late

Punctuality is of the utmost importance and lateness will not be tolerated. The academy gates are open at 8.40am and we expect all learners to be in class at the start of the school day at 8.50am, registers are marked at this time. If a learner arrives at the academy after 9am and before 9.30am they should report to the School Office and they will be recorded as

late (L). If learners arrive at the School Office after 9.30am, they will be recorded as unauthorised late (U).

Attendance after the registers close at 9.30am will receive an unauthorised late mark (U) to show that they are on site, but this will count as an absent mark. Learners who are absent before they come into the academy due to medical appointments, must provide evidence of the appointment either before the appointment or as soon as they return after the appointment. This will then be coded as an authorised medical appointment (M).

A letter will be sent informing parents/carers of learners who are regularly late that this is not acceptable and in extreme cases, where no improvement has been made, this may mean that parents/carers could be invited to attend a meeting with the Education Welfare Officer.

If there is no improvement in a learner's attendance and lateness, the academy may refer the matter to the local authority who have the power to issue sanctions for poor attendance such as penalty notices or prosecutions.

7. Further Action

Where there is little or no improvement in a learner's attendance despite supportive measures being offered, the academy will consider referring the matter to the local authority who have the power to issue further sanctions such as Penalty Notices and prosecutions in the court arena.

Non school attendance includes any day when a child should be in attendance at school, and they are absent without the authorisation of the school, this includes:

1. When a child is persistently absent, where attendance is 90% or below. This also includes lateness after the close of register where the U code is being used.
2. Where a child is present in a public place during school hours without reasonable justification during the first five days of an exclusion.
3. Unauthorised holiday during term time.

Local councils and academies/schools can use various legal powers if your child is missing school without a good reason. They can give you:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a 'penalty notice'). You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court could also give you a Parenting Order. See below for more information:

Penalty Notice	Details
First Notice in a 3 year period:	Issued to each parent. Charged at £80 if paid within 21 days. £160 if paid within 28 days.

Second Notice in a 3 year period:	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.
Third Notice in a 3 year period:	Alternative action should be taken, for example prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a fine of up to £2,500.

Further information on this can be found:

www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance

8. Reduced/Part-time Timetables

Reduced timetables are a provision the academy can make when supporting learners with individual needs. They are most commonly used where learners are returning from an extended absence due to illness or injury or to support where learners are struggling with social, emotional and/or mental health issues.

Any pupil attending less than the full-time hours as their peers, is classed as accessing a part-time timetable.

A reduced timetable can only be implemented with the consent of the parent and must be reviewed every 4 weeks with them.

They are designed to provide short-term support to learners who are in challenging circumstances.

A reduced timetable has a significant impact on learner attendance data and is only considered as a last resort.

Whilst learners are on a reduced timetable, the responsibility for safeguarding them remains with the academy.

9. Leavers

There are many reasons why children leave an academy over the course of year. This can include:

- Moving house and the academy is too far from the new address
- Moving country
- Moving school through parental choice
- Moving school due to the needs of a learner
- Service personnel posting

To complete all the necessary checks, the academy will ask parents/carers to complete a leavers form. This form asks for information which enables a school to remove a child from

the admission register. Without all the information, the academy must log a child as missing in education.

10. Children Missing Education (CME)

Please refer to the Trust CME policy for further guidance.

11. Elective Home Education (EHE)

It is a parent's right to home educate their child if that is what they wish. The local authority must make arrangements to find out so far as possible whether home educated children are receiving suitable full-time education.

If parents/ carers are considering home educating their child/children they must first discuss this with the academy.

A meeting will be held to discuss the parents/ carers options.

Confirmation will then need to be given in writing by parents/ carers of the intention to home educate.

The Local Authority will then make arrangements to visit parents to check on the quality of the education.

Further information can be found here:

<https://www.lincolnshire.gov.uk/school-attendance/home-education>

12. Emotionally Based School Avoidance (EBSA)

Some learners can develop severe anxiety about coming to school and will avoid coming. Their attendance can start to decline significantly and suddenly. In order to support learners with these needs, the academy is able to access support from a variety of professionals who are experts in this fields.

If parents/ carers are concerned that their child may be experiencing this, they should contact the academy at their earliest possible opportunity. The earlier a child is supported the better the outcomes are for them.