

SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)

Whole School Attendance POLICY

Aspire - Challenge – Achieve

Owner	Approval	By Whom	Review
KBE / JCU	September 2023	CEO	Annually

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1. MISSION STATEMENT

The Trust is committed to providing a full and efficient education for all students. The Trust believes that all students benefit from the education it provides and therefore from regular school attendance. To this end the Trust will do as much as it can to ensure that all students achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

2. IMPLEMENTATION

This policy received the full agreement of the Governing Body.

3. AIMS

- That all students achieve excellent attendance;
- All students of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations;
- No student should be deprived of their opportunity to receive an education that meets their needs and personal development;
- In the first instance, it is the responsibility of students and their parents/carers to ensure attendance at school as required by law;
- Many students and their parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities;
- Situations beyond the control of students and/or parents/carers may impact on attendance. We will, with the agreement and support of parents/carers, work in partnership with external agencies to resolve these;
- The vast majority of students want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

4. EXPECTATIONS

We expect the following from all our students:

- That they attend school daily;
- That they will arrive on time and be appropriately prepared for the day;
- That they will inform a member of staff/tutor of any problem or reason that may prevent them from attending school.

We expect the following from parents/carers:

- To ensure that children are on school premises by **8.35am** (the gates will close at **8.35am** and registration is at **8.40am**); lateness to registration is indicated by "L" on the attendance certificate, unauthorised lateness is indicated by "U". Lateness becomes unauthorised when students arrive to school after registration closes. Should your child fail to attend school promptly, an immediate late detention will be issued. Any regular lateness will result in further sanctions, including an immediate extended school day.

Failure to improve punctuality could lead to a Governor Attendance Panel and without immediate improvement, prosecution procedures being considered;

- To contact the school on each morning of any absence before 8.15am, providing a reason for the absence. However, if illnesses continue for longer than five days, medical evidence **will** be required, eg doctor's appointment card, prescribed medicine packet (with the label). Failure to contact the school during the absence will result in a safeguarding visit to the home by school staff and a possible referral to the local police for a wellbeing visit;
- No medical appointments will be authorised unless an appointment card, hospital letter or text from the GP/dentist is forwarded to the school. Providing these retrospectively (after the appointment) is acceptable (due to the current climate a text message will suffice);
- To ensure that their children arrive in school well prepared and equipped for the school day and to check that they have done their homework;
- To contact the school in confidence whenever any problem occurs that affects the student's performance in school.

Parents/carers and students can expect the following from the Trust:

- Regular, efficient and accurate recording of attendance;
- Early contact with parent/carer via text message when a student fails to attend school without providing good reason;
- Where a student is dual registered with an alternative provision, parents/carers will be contacted on the morning of any days the student is not expected to attend that provision, requesting confirmation that the student is safe and well;
- Immediate and confidential action on any problem notified to us.

5. ENCOURAGING ATTENDANCE

Attendance can be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each session and within 10 minutes of the start of the session;
- Attendance checks at every new lesson point;
- Holidays during term time are actively discouraged. Due to the link between attendance and attainment (see appendix 13) the Government has put a priority on reducing all forms of absence.

Therefore, our policy on term time holidays, which is based on legislation and government guidelines is summarised as:

- The Law says that parents/carers do not have the right to take their children out of school for a holiday in term time;
- Any requests for holiday in term time must be made in advance in writing and in line with GOVERNMENT GUIDELINES.
- All parents/carers should apply for leave no less than 14 days prior to the period of absence and failure to do so will automatically result in the absence being unauthorised – and subsequently fined, no matter the circumstances;
- If the absence is not agreed and the student goes on holiday, the absence will be recorded as unauthorised. This may then be referred to Lincolnshire County Council and could result in a Fixed Penalty Fine under Section 444(b) of the Education Act 1996;

- **Where a student was removed from school for a holiday during the previous academic year, the case will automatically be referred to Lincolnshire County Council for a Fixed Penalty fine;**
- **Where a student fails to return within 10 school days of a previously notified date**
- Recording of good attendance on individual reports and in the process of rewarding;
- Working in partnership with primary schools to identify and support students who have attendance problems in the feeder primary as part of any liaison on transition between KS2 and KS3;
- The school will support poor attendance in transition by offering additional support for example EBSA (Emotional Based School Avoidance) or Pastoral Support Plan (PSP);
- Establishing a mechanism for supporting those parents/carers who are concerned that their children may be experiencing difficulty in attending school;
- Sending parents/carers regular absence figures as appropriate;
- In order to encourage good attendance, students whose attendance falls below the required 90% attendance will go onto a monitoring report for parents to support;
- They may not be permitted to represent the school (during the normal school day) in either sports, drama or school visits which are not compulsory to the curriculum until the attendance is above the required 90%;
- The efficient use of computerised registration systems to provide valuable, year group, form and student level attendance data which can assist speedy analysis and timely responses by the school;
- Where a student has 100% attendance at school each year from Year 7 – Year 11, the school will offer that student a paid ticket to their Year 11 prom. Students will also be rewarded termly for 100% attendance.

6. RESPONDING TO NON-ATTENDANCE

When a student does not attend, the Trust will respond effectively:

- If a note or telephone call is not received from parents/carers, they will be contacted every day of absence by text message;
- Absences will no longer be chased by the Trust. Any absence not notified daily to the school office via the Parentmail app (or failing that **Bourne Academy** absence emails to studentabsence@bourneacademy.org / **Spalding Academy** absence emails to studentabsence@spaldingacademy.org.uk / **Giles Academy** absence emails to studentabsence@gilesacademy.co.uk and **Cowley Academy** absence emails to studentabsence@cowleyacademy.org.uk) will be coded 'O -Unauthorised absence' and will not be amended after the date of the absence;
- Absences will be followed up by each school every day. If considered necessary by the Trust, staff may carry out either prearranged or unannounced home visits in accordance with the safeguarding policy;
- Attendance will be monitored by each school and if there any cause for concerns due to low attendance does not improve within two weeks of receipt of a General Concern letter, the parent/carer will be contacted by the school Attendance Officer to offer further support. Parents may then be invited to attend a meeting at school.
- This meeting will include the appropriate staff, parent/carer and student and will aim to identify and solve the problems that are preventing the student from attending school. Support may include the offer of an Emotion Based School Avoidance Pathway (EBSA) or a Pastoral Support Plan (PSP). Parents/carers are obliged to attend. If the parent/carer fails to attend without prior notice (or engage with the school regarding their child's attendance), the meeting will be held and a Fixed Penalty Fine could be applied for;

- The case will continue to be monitored and if there is no improvement, a penalty warning letter will be issued. Failure to improve attendance will result in a Penalty Fine from the Local Authority under Section 444(b) of the Education Act 1996. If it is felt that the student's attendance is not improving due to lack of support or engagement with either the parent/carer or the student, further meetings will take place in accordance with Appendix 3;
- If a child is absent from school and no response is made to the attempts to contact the family, the school will carry out a home visit in line with our safeguarding protocol. **If we feel there may be significant concerns about a child's absence/welfare, we may contact Children's Services and the Police.** If no contact is made within 5 days, the Trust will contact Children Missing Education at Lincolnshire County Council. If no contact is made within 20 days from the date of the first absence, the Trust is entitled to withdraw that student's place from the Trust's roll. If any student is absent for a period of 10 days (particularly where we have no contact from parents/carers), the absence will be unauthorised and notified to Lincolnshire County Council's Pupils Not Attending Regularly service.

Reintegration:

- The return to school for a student after long-term absence requires special planning. For example, it may be appropriate to establish a risk assessment, movement plan or PSP;
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme;
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible;
- Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SEN Co-ordinator may be required.

The success of the Pastoral Support Programme will require the involvement of appropriate Trust staff, other agencies, the young person and parent/carer. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via the various internal communication lines.

Dealing with students not attending school:

As stated in the Trust's mission statement the Trust is committed to providing 'a full and efficient education for all students'. However, we do realise that at times, this is not always possible. If a student misses a significant amount of schooling due to injury or ill health, the Trust will work with students, parents/carers and other professionals to ensure that their education is affected as little as possible and that there is a smooth transition back into full time education. For further information, please see the Trust's Supporting Students with medical conditions policy which can be found on the website.

The procedures for dealing with absences remains as stated earlier in this policy. Parents/carers should call in on the morning of any absences and provide medical evidence for any absences of 5 consecutive days or more. If a student's records indicate that there is a likely to be a health issue, the Trust will contact the family to request medical evidence from their GP to enable the Trust to offer provision for students whose health is affecting their

education. **This is the family's responsibility.**

Please note that should a referral be required to Pilgrim Hospital School, robust, primary evidence from a consultant or mental health professional will be required before the referral can be made.

Where a student fails to attend due to refusal, the Trust will work with parents/carers and any other related professionals to reintegrate them back into school as soon as possible. 10 days consecutive unauthorised absence will be reported to Lincolnshire County Council as a Pupil Not Attending Regular Education.

Where a student or parent/carer repeatedly fails to engage with the Trust and the professionals put in to assist over a period of 8 weeks (covering the period of two Team Around the Child sessions), the Trust maintains the right to refer the matter to Lincolnshire County Council to instigate legal proceedings. **This could result in immediate legal action, for example, an Education Supervision Order or Fixed Penalty.**

STAFF RESPONSIBILITIES:

In order for the Attendance Policy to be successful, every member of the staff must make attendance a high priority and should convey to students the importance and value of education.

ATTENDANCE CHAMPION – HEADS OF SCHOOL

Bourne Academy	Mr Matt Sammy
Spalding Academy	Mrs Jemma Curson
Giles Academy	Miss Katie Belcher
Cowley Academy	Mr Glenn Martin

Staff	Responsibility
Leadership Team	To oversee and demonstrate ownership of the whole Attendance Policy.
Leadership Team/ Year Lead	To regularly report progress on attendance to governors, students and parents/carers.
Leadership Team/ Year Lead	To ensure that challenging but achievable targets are set to reduce absence.
Leadership Team/Year Lead /Head of House/ Form Tutor/Attendance Manager	To liaise with appropriate staff.
Attendance Manager	To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
Leadership Team	To oversee the work of administrative staff.
Leadership Team/ Attendance Manager	To produce the attendance profile for the whole Trust.
Attendance Manager	To collate and analyse attendance data for year groups, House groups.
Head of House/ Attendance Manager	To oversee the registration process and ensure that registers are completed accurately and on time.
Leadership Team	To reinforce good practice at Pastoral meetings.
Leadership Team/Year Lead	To organise attendance assemblies.
Year Lead/ Attendance Manager	To initiate contact with parents/carers in cases of prolonged unexplained absence.
Attendance Manager	To liaise with the Local Authority Legal team.
Year Lead	To plan for the return of long-term absentees in conjunction with the SEN department.
Form Tutors	To complete registers accurately and on time.
Attendance Manager	To follow-up immediately any unexplained non-attendance by contacting parents/carers.
Form Tutors	To chase any unexplained absences within 2 days of the student returning to school.
Year Lead/ Attendance Manager	To challenge suspicious or inappropriate reasons for absence.
Head of House / Attendance Manager	To display information on attendance.
Form Tutors/ Attendance Manager	To record all reasons for absence in the register.
Head of House	To ensure Tutors pass concerns on to their line manager.

Governors:

- Governor(s) will be assigned to monitor attendance and ratify the policy;
- Governor(s) to also support through representation on school attendance panels
- Deputy CEO to deliver regular attendance progress reports for Governors' Meetings.

CEO with Head of School:

- To oversee the Policy and ensure it is appropriately applied;
- To ensure the Policy is updated as required;
- To request regular attendance progress reports;
- To report to Governors/Trust;
- To award excellent attendance prizes, certificates etc.

Year Leads:

- To monitor attendance within their year group;
- To inform the Safeguarding Manager and their line manager (if required) of any situation causing concern above and beyond normal expectations;
- To meet with the Attendance Manager weekly;
- To meet students returning to school after a period of absence and complete a 'return to school – attendance monitoring form'
- To contact other outside agencies where appropriate to work with students experiencing difficulty attending school, this could include Early Help Assessment;
- To arrange transition that is appropriate, including the PSP or EBSA process.

Attendance Manager:

- At the start of each academic year, check all cohort returns and report any issues to the LA;
- Ensure that all registers are completed each morning and afternoon session;
- Chase up any missing registers or errors, keep accurate records for staff follow up;
- Contact parent/carers via 'Intouch' if a student is not in school and no reason has been provided for the absence;
- Attendance and absence data analysis, comparison and tracking summary reports;
- Facilitate the signing in/out book, highlighting late arrivals to appropriate staff;
- Liaise with Year Leads/Heads of House and ensure that they are informed of any communication with parents;
- Organise and/or complete home visits when necessary if a student is absent;
- Follow the ladder of intervention for attendance;
- Complete current DFE daily attendance survey (when requested);
- Set up panel and governor panel meetings;
- Request legal action when required;
- Notify Lincolnshire County Council when a child has missed 10 consecutive days of unauthorised education via the PNAR – Pupil Not Attending Regularly;
- Notify Lincolnshire County Council of any child missing education – CME;
- Notify Lincolnshire County Council of any child whose parents have decided to home educate them – EHE;
- Notify Lincolnshire County Council of any leavers/joiners via the online survey.

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Safeguarding Managers:

- To offer extra support for vulnerable students
- Inform the Social Worker daily for student absence.
- Setting aspirational attendance targets for students with child protection plans
- Work with Social Care Team to ensure Social workers understand the importance of school attendance.

Form Tutor:

- To complete registers accurately and on time;
- To follow up all absences and report concerns to the appropriate Head of House and/or Safeguarding Manager;
- To praise good or improved attendance, rewarding as per Trust policy;
- To inform the Attendance Manager of any holiday requests or notifications of absence immediately;
- To expect punctuality to registration, pursue lateness and apply appropriate sanctions;
- To look for patterns regarding absences and inform Year Lead and Attendance Manager of any concerns;
- To follow up student absence where no reason has been provided.

Subject Teachers:

- To take accurate registers at the beginning of every lesson (within the first 10 minutes) and maintain its accuracy during the lesson particularly for any late arrivals;
- To activate 'On Call' if a student fails to attend their lesson when they have been marked present for previous lessons that day;
- To expect excellent attendance and punctuality as part of the classroom expectations;
- To look for patterns regarding absences and to discuss any concerns with their Head of Department.

Parents/Carers:

- Send children to school every day and on time;
- Parents should ensure, as far as possible, that the information schools hold on students is accurate and up to date;
- Contact the school on every day of absence;
- Support their child in achieving maximum attendance;
- Attend any Attendance Panels, Team Around the Child or Early Help meetings requested.

Lincolnshire County Council:

- Will liaise with identified Trust staff;
- Where necessary they will instigate legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court;
- They will support schools in the use of penalty notices within the provisions of the Anti-social Behaviour Act 2003.

7. LIAISING WITH EXTERNAL AGENCIES

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

The Trust works with the following support services:

- Special Educational Needs Service including ASKSall;
- LCC School Attendance Support Team
- Early Help Workers;
- Social Services;
- School Nurse;
- Youth Service;
- BOSS outreach service;
- Healthy Minds;
- CAMHS;
- Local police;
- Lincolnshire County Council Ethnic Minority and Traveller Education Team;
- Lincolnshire County Council Inclusion and Attendance Team.

GENERAL DATA PROTECTION REGULATION (GDPR)

The GDPR places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. Each school has a GDPR Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

Appendix 1

GUIDANCE FOR FORM TUTORS

SUGGESTED METHODOLOGY

The Importance of Registration:

An attendance register, electronic or manual, must be kept on which, at the BEGINNING of each morning and afternoon session, students are marked present or absent. Registers should be saved or sent down to the designated area or person responsible. These registers must be completed within 10 minutes of the start of the registration period. For safeguarding reasons, lesson registers should be completed within 10 minutes of the start of each and every lesson;

Manual registers can be used in any instance where the electronic register is not accessible;

Where electronic registers are used, hard copy, current for each session, will be kept for Health and Safety reasons, particularly in the instance of an evacuation;

Accurate marking of registers, and appropriate maintenance of electronic and computerised systems can have a significant impact on overall school attendance and absence figures;

Electronic copies of attendance registers or bound copies of registration printouts must be kept for a minimum of 3 years from the date that the last entries were made.

CATEGORISING ABSENCE

Symbols to be used in Registers (Categories):

From 1 September 2006 all schools are required to use a common set of codes to record student attendance and absence.

The use of fixed codes will also assist both LAs and DfE in monitoring not only whether students are absent with or without the permission of the school, but why students are absent from school.

Authorised or Unauthorised Absence:

Authorised absence is where the Trust has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised**.

The following may be reasons for authorising absences:

- Illness;
- Medical and dental appointments (**evidence required**);
- Days of religious observance;
- Fixed term exclusion;
- Bereavement;
- Interview for job/college;
- Permanent exclusion until removed from roll or re-instated.

Holidays:

Holidays in term time will not be authorised. Parents can expect a fixed penalty fine.

The absence will be recorded as unauthorised. This absence will be referred to Lincolnshire County Council and will result in a Fixed Penalty Fine under Section 444(b) of the Education Act 1996. **Where a student was removed from school for a holiday during the previous academic year, the case will automatically be referred to Education Services for a Fixed Penalty fine.**

Approved Educational Activity:

Where students are away from school but are undertaking an approved educational activity, this should be marked in the usual way but are counted as present for calculating data for the DfE absence return. To avoid confusion in emergency situations students who are off site should not be marked as present. The following activities fall within this category:

- Field trips and educational visits both in this country and overseas;
- Interviews with prospective employers and for a place at a higher or further educational establishment;
- Link courses where students attend a FE college for part of the time;
- Students receiving approved education off site, e.g. those receiving specialist support or those in receipt of home tuition but remaining on the roll of the school.

Unusual circumstances may arise that lead to a young person being absent from school. It is for the Trust to decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered.

Lateness:

The Trust actively discourage late arrival by challenging young people who are persistently late or arrive late without reasonable explanation.

The Trust has a policy on how long registers remain open, thirty minutes from the beginning of registration. In the event of bad weather this period can be extended. Morning registration is from 8.40am until 8.50am.

Where a student arrives after the register has been completed but before it is officially closed, it will be coded 'L'.

Where a student arrives after register closure, without good reason, they should be marked 'U' to indicate that they are on site.

Any student late without good reason will be asked to make up the time after school that day. Any extreme lateness (without valid reason) will result in an hour catch up session, where the student will catch up with their missed work. Any student who is regularly late (2x a week) will be asked to attend a Period 6 detention. They will also be put onto a Punctuality Report and their Form Tutor will call home. **If the student continues to be late, parents/carers will be asked to attend a Governor Attendance Panel. If the situation continues, a Penalty will be requested.**

Removal from the school roll:

There are strict guidelines on the circumstances under which a student may be removed from the school roll. These are detailed in the Education (Student Registration) Regulations 1995 (as amended 1997) and in the Schools Administration Handbook (section A2). **Removal from the school roll under circumstances other than those detailed below is illegal:**

- Where a school has been notified that the student has been registered as a student at another school;
- Where a student has ceased to attend the school and the parent/carers have satisfied the County Council that the student is receiving education otherwise than by attendance at school;
- Where the student has been absent without reasonable cause for 4 school weeks and the school has failed, after reasonable enquiry and consultation with Children Missing Education to obtain information on the cause of the absence;
- Where the CEO has been notified that the student has died;
- If a student has not returned to school within 10 school days of the agreed return date after a family holiday in term time and no communication has been received;
- Where a student will cease to be of compulsory school age before the school next meets and has been notified of an intention to discontinue in attendance;
- Where the student has been permanently excluded and this decision has been confirmed by the Governor Discipline Committee.

Ensuring Student Information is up to date:

The Trust should ensure, as far as possible, that the information they hold on students and parents/carers is accurate and up to date. This will help to ensure that contact with families is productive and that referrals to other agencies can be actioned effectively. Parents/carers are encouraged to contact the school to keep the information held up to date.

Students who are missing:

Where it is believed that a student has left the area and enquiries have failed to establish the whereabouts of the student, the Trust will inform the local authority and follow statutory guidelines potentially removing the student from the Trust's roll.

Appendix 2

GOOD PRACTICE

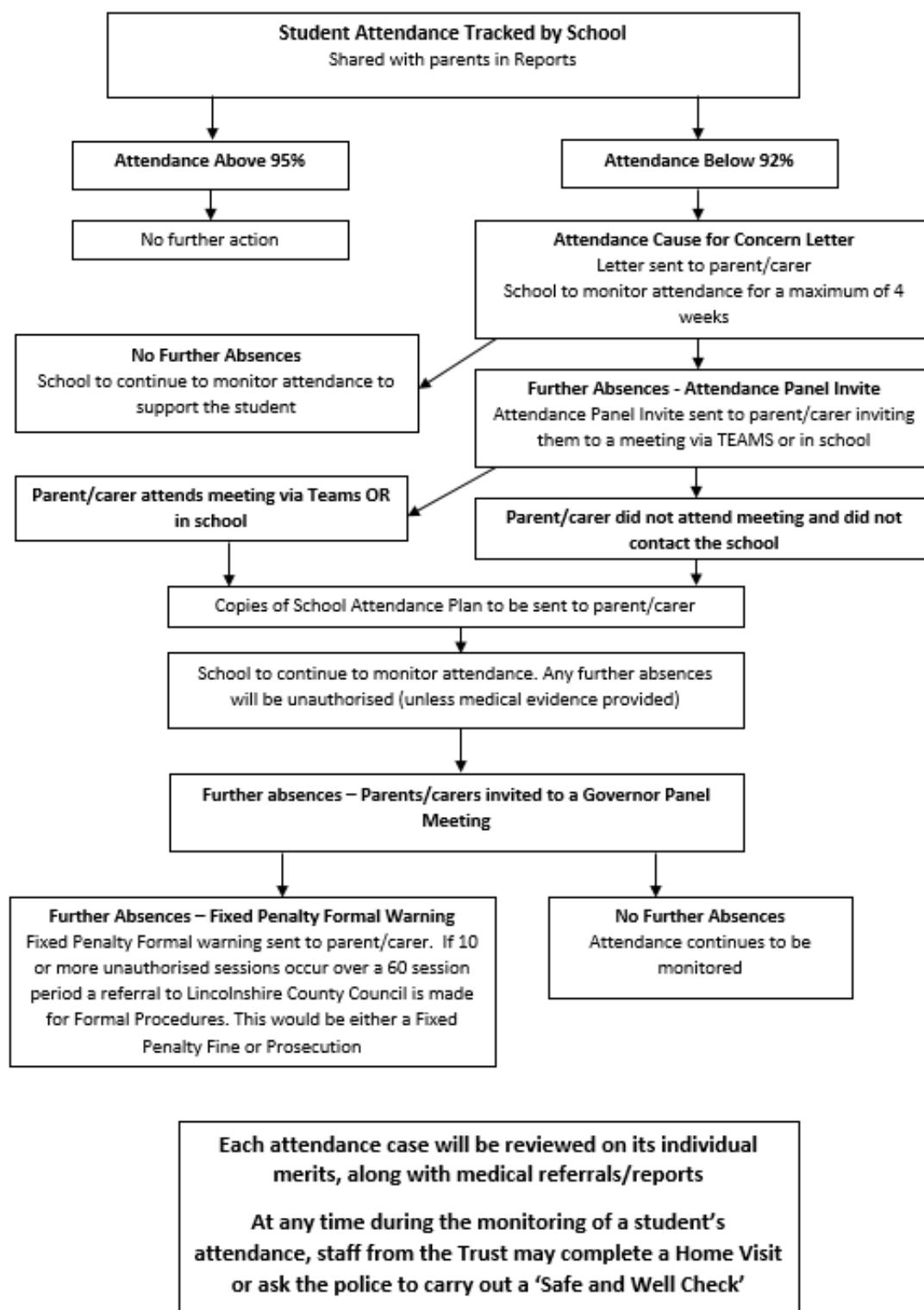
Research suggests that good practice is associated with:

- A senior teacher being charged with specific responsibility for student attendance;
- A list of absentees being produced quickly, for use by appropriate teaching and office staff;
- The school devising a sensitive scheme for the immediate follow-up of absentees - eg either by telephoning home or sending out letters to parents/carers;
- Form tutors ensuring that records of attendance are as accurate as possible and explanations for absence are produced when students return to school;
- Tutor/Head of House/Year Lead to monitor the attendance records of students;
- Year Leads/Heads of House and staff with responsibility for student attendance having regular meetings with Attendance Manager;
- Regular spot-checks for specific lesson truancy and for students leaving school before the end of the day;
- Rewards for individual students with an excellent attendance record in the form of letters or certificates or prizes. Attendance is a major part of the school reward culture;
- Governor panels and penalties being introduced for students who are persistently late;
- Absentees and truants being 'quietly welcomed' back to school upon their return and efforts made to reintegrate them socially and academically;
- Targeting individual students or groups of students through, for example, school attendance panels, can help to raise attainment and attendance across the school.

Appendix 3

ATTENDANCE PROCEDURE FLOWCHART

Please be aware that this flowchart is to be used as an example and every case will be dealt with on an individual basis.



Appendix 4

GUIDANCE FOR PARENTS/CARERS

SUGGESTIONS FOR SECURING PARENTAL INVOLVEMENT IN ENSURING REGULAR ATTENDANCE

The School:

The Trust is committed to providing a quality education for all students. We believe that students can only benefit from the education within our Trust through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all students and we will make sure that any problems are identified and resolved quickly. We will make contact with parents/carers when a student is absent from school without good reason.

How parents/carers can help us:

- Ensure that their children attend school regularly and that they arrive on time;
- Provide up to date contact information. Notifying the school of any changes.
- Provide up to date medical information to enable the school to adequately support students who have health issues affecting their attendance. No absences for medical appointments will be authorised without appointment cards, letters or texts from GPs/dentists which have been forwarded to the school (this can be provided retrospectively).
- Contact the school whenever their child is absent, giving details of the reason for the absence and the length of time the child will be away;
- Help their child prepare for the school day by ensuring that homework has been done and the child has everything he/she needs for the day ahead;
- Attend Parents'/Carers' Consultation Evenings to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect the child;
- Contact the school if problems arise which may keep their child away from school, so that the school can help.

Appendix 5

PERSISTENT ABSENCE INFORMATION FOR PARENTS/CARERS

If your child is absent for just one day every 2 weeks, they will miss out on a year of education over their school life.

This information will show you some ways in which schools and families can improve student attendance and improve communication between home and school.

An individual child is deemed to be a persistent absentee if their attendance is less than 90% (regardless of whether or not the absences have been authorised).

A number of issues might affect a student's attendance; these issues are shown in the list below.

Students who:

- Have recently moved in the area or have joined the school midway through the school year;
- are "Looked After";
- have caring responsibilities at home;
- have recently missed a lot of school time through illness;
- have siblings and/or parents/carers who are/were poor attenders;
- tend to have poor performance/attainment levels;
- have peer issues;
- have difficulty accessing the curriculum;
- are persistently disruptive;
- have previously been excluded;
- have parents/carers who are experiencing severe financial hardship (and may not be able to afford bus fare, uniform, etc);
- have parents/carers who have recently separated;
- are under pressure from examinations.

School need to be made aware of any of the above.

It does not mean that all students who might be affected by the above issues will be poor attenders but the list is a way of helping schools to identify early, students who may be at risk of non-attending. We understand how it is difficult for families to discuss any difficulties they might have but the more the school know about a situation, the more it will be able to help. Therefore, if there is anything that is preventing your child from attending regularly and punctually, please let us know so we can work together to improve the situation.

It is firmly established that students who attend regularly and on time are more likely to fulfil their potential and achieve their best than those who do not.

If your child does not attend school regularly, they may not be able to keep up with school work. They will also miss out on the social side of school life. This can affect a child's ability to make and keep friends and being able to mix socially is a very important part of growing up.

Regular and punctual attendance is essential to effective learning. When children are not in school they are missing the educational opportunities that the school can offer them. They are also at greater risk of being excluded or disadvantaged in other ways. If they are not in school, they might be at risk of being involved in a crime or becoming the victim of a crime themselves.

The ethos of the Trust will show children, parents/carers and the wider community how much they value good attendance and punctuality and show that they will respond promptly to all non-attendance and lateness.

Appendix 6

TRUST STRATEGY TO ENSURE NO 'OFF ROLLING'

- **Off Rolling:**
 - The Trust are not involved in 'off rolling' students to impact positively on results, we positively encourage all learners to remain in education within our Trust. However, if there is student movement the following procedures are adopted.
- Our developed strategy and procedures to ensure no 'off rolling' includes:
 - To review and keep up to date records / files for all mid-year education programme leavers Year 7 to Year 13, which show why any individuals have left one of our schools;
 - The Trust will make all files for students that have been moved off roll available and complete / up to date;
 - Leavers Exit Form: All mid-education leavers will need to complete an exit 'leavers form', which will be signed and added to the central files for leavers, along with any evidence from parents / carers and / or other educational support services / outside agencies;
 - The Trust will ensure there are appropriate 'case studies' to include in the leavers files. These will show the strategies used to keep students in education and the Trust expertise / strength in showing our support for individuals and decisions, including all evidence of the pastoral team encouragement for students to stay at school;
 - Any student leaver files will show evidence of when and how the Trust has checked up on any home educated students, i.e. via follow up leavers phone calls, home visits, ongoing contact with external agencies, which all show the Trust's high level of support;
 - The Trust 'leaver' spreadsheet shows the movement of leavers, as well as joiners, this identifies the system of a 3 year declining trend;
 - Governors are briefed on 'off rolling', i.e. our strategy and file system annually at the Governor meetings and are aware of the national agenda re: poor practice of off rolling;
 - The Trust 'leaver' spreadsheet and analysis of the leaver files; case studies; spreadsheet are shown by: SEN / Disadvantaged / Low Prior Attainment and any other key groups, and link to safeguarding: Looked After Children / Team Around the Child / Child in Need / Child Protection, to show no off rolling of these key students;
 - The Trust procedure as part of the strategy for safeguarding our young people, is to check up on the home educated, the Trust feels this shows good practice and our ongoing care for all students;
 - Any off rolling includes evidence of Post 16 movement, using the Trust systems for tracking student leavers in Sixth Form. This evidence will show that no Post 16 student has left education from our Trust without careers or information and guidance support and that student leavers have moved to a 'better future', which the Trust feel is evidence of good practice.

Date

Dear Parent/Carer

Attendance Procedures and Formal Fixed Penalty Warning

(This letter is being sent to every parent of every child of compulsory school age.)

Name of Child/Children

Date(s) of Birth

The past years have been unprecedented with the Covid-19 pandemic affecting every child's attendance and unfortunately for some their health. This letter is to reinforce this message to all parents and carers that attending school is compulsory.

A student with attendance below 90% is classed as a persistent absentee, regardless of whether the school has authorised or unauthorised the absence and irrespective of the reason for any absence.

Please note:

- The school's expectation for attendance is 96% or above and this will now be continuously monitored for all students for the whole of the academic year.
- Parents/carers of students with attendance of less than 90% will be asked to attend an Attendance Panel and assurances will need to be made that the student's attendance will improve.
- Avoid making medical or other appointments during school hours. Where this is not possible please ensure that they attend school before/after the appointment.
- No medical appointments will be authorised without evidence (ie doctor's slip / prescription labels / hospital appointment letters / appointment texts / texts from medical practices seen by school staff).
- We are aware that some appointments are made on an emergency basis and will retrospectively amend records once the slips or prescription labels have been received.
- **The Trust will not authorise a leave of absence in term time and a Fixed Penalty Fine will be issued.**
- **For Safeguarding purposes, any absence should be notified to the school on a daily basis before 8.30am.**

Attendance at Trust schools is constantly monitored to make sure that students achieve their best possible results during their time with us. Poor attendance not only affects a student's grades but also their social interaction with their peers. As such, good attendance is rewarded routinely throughout the year.

Aspire • Challenge • Achieve

Chief Executive Officer: Mrs Lucy Conley • 01778 422365 • enquiries@slat.org.uk • www.slat.org.uk

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Can I please draw your attention to our 'late to school' strategy?

Students should not be late to school without a valid reason, eg medical appointments.
School gates now close at 8.35am encouraging students to be in school and ready to learn from 8.40am at the latest. A student late to school will be given a 15-minute detention at the end of that school day (under school policy this does not require prior notice to parents).
Any student late twice in one week will be given a one-hour detention that Friday.

Legislation:

If a student fails to return to school 10 days following the expected date of return after a leave of absence, the school is entitled to remove that child from the school roll.

The school will apply for Fixed Penalty Notices for persistent poor attendance (below 90%) or holidays taken during term time. A Fixed Penalty Notice is issued under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise;
- Where a child is a registered student at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act;
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60 or £120.
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to students subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court or issued with a Fixed Penalty Notice for £60 or £120.

The School's Attendance Policy Is available via the website. The Lincolnshire County Council 'Fixed Penalty Notice Code of Conduct' can be viewed on their website:

<http://www.lincolnshire.gov.uk/parents/schools/welfare>

Yours faithfully



Mr B Sinclair
Deputy Chief Executive Officer

Term Dates 2023/24

SEPTEMBER 2023						
Mo	Tu	We	Th	Fr	Sa	Su
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4	5	6	7	8	9	10
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OCTOBER 2023						
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NOVEMBER 2023						
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JANUARY 2024

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FEBRUARY 2024

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MARCH 2024

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APRIL 2024

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MAY 2024

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JUNE 2024

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JULY 2024

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AUGUST 2024

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19	20	21	22	23	24	25
26	27	28	29	30	31	

School Holiday

Bank / Public Holiday

Staff Training Day

Years 7, 10, 11 & 12 return

All year groups return

Appendix 9 – Trust part time timetable consent form



South Lincolnshire Academies Trust

Reduced Timetable Agreement

Name of student:	Year Group:
Date of birth:	UPN:

Is the pupil 'looked after' by the local authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the child have a Statement or an Education, Health & Care Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the child subject to a Child Protection Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the pupil had a part-time timetable before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of parents/carers:	Name of lead person in school:
Name of social worker (if applicable):	Name of SEN caseworker (if applicable):
Attendance Manager:	Year Lead:

<input type="checkbox"/> Reduction in learning hours (details to be submitted to LCC Survey)
<input type="checkbox"/> Withdrawal from tutor group/subject

Reason for the part-time timetable:	
Start date of part-time timetable:	Total hours expected in school during the week:
Interim review date:	Review date of part-time timetable (maximum of 4 calendar weeks):
End date of part-time timetable:	

Appendix 9 continued – Trust part time timetable consent form

An annotated copy of the agreed reduced timetable is attached to this agreement.

I understand my child has been placed on a part-time timetable for a limited period of time. I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:

- Take full responsibility for my child during the hours when not attending school
- Ensure there is supervision of school work during those hours
- Ensure there is a flow of work between school and home for marking and guidance
- Take full responsibility for the health and safety on my child when they are not in school

During the period of the part-time timetable the school will:

- Monitor the effectiveness of the part-time timetable
- Hold a review on the agreed date
- Provide work the child to do whilst at home and mark all work complete

Students must not be seen out in the community during school hours (unless they are attending medical appointments or with a responsible adult).

By agreeing to this reduced timetable, you are agreeing to collect the student from school if they are not doing a full day. Students will not be permitted to either walk home or use public transport unaccompanied.

If there is a day that the student is not timetabled to be in school, you must contact the school via the absence email/text before 8.30am to confirm that they are safe and well at home.

Parent:	Date:
Attendance Manager:	Date:

Appendix 10

Pupil Leavers Form

Working for a better future

To be completed by a Parent or Guardian ONLY

	Please complete using block capitals			
Your child(ren)'s name(s) and date(s) of birth(s)				
Child(ren)'s current school				
What date are you moving?				
Are the whole family moving?	Yes		No	
If no, who is moving and who is staying?				
Is the move permanent?	Yes		No	
If no, please state expected return date				
Last date your child(ren) will attend the school				
Are you moving due to a Military Services posting?	Yes		No	
Current UK address				
New address				

If you are moving within UK:

Are child(ren) in the admissions process, if yes, give details of	
a) Local Authority name	a)
b) Name of schools applied for	b)

Name and contact details of offered school:		
Does your child have an expected start date?		
If you are moving overseas:		
Name and address of possible or confirmed new school	Name of school:	
	Address:	
Contact details for new school	Telephone:	
	Email:	
Flight or ferry details: a) Airline/ferry b) Date of travel c) Destination airport/port d) Destination country	a) b) c) d)	

Please return this form to the school Office before your child leaves

<p>Please tick to confirm you are aware that if you wish to return to the current school you would need to reapply online at https://www.lincolnshire.gov.uk/school-admissions/apply-school-place</p> <p>There is no guarantee of a place being available in the future. Please tick here. <input type="checkbox"/></p>		
Person providing information:		
Name:		
Mobile Number:		
Email:		
Relationship to child:		
Any additional information:		
Date:		Signature:

Appendix 11 - Attendance During an Enforced School Closure

The Covid-19 outbreak of 2020-2021 brought many, sometimes swift, changes to attendance procedures. At all times the Trust followed the instructions from the DfE. Once the school followed the rest of the country into lockdown, settings were advised that they would need to temporarily change their recording practices. To reduce the burden on schools and ensure that only the most important information was submitted, schools were to complete the 'record of children in attendance form'. This would enable schools to complete the DfE's daily 'webform' that would send aggregated data back the DfE for tracking purposes. If any of the schools were forced to close, an appropriate attendance code would be used to authorise any student absence which would not affect student absence percentage.

There are a number of reasons for a school to close. For example, severe weather conditions, or a water leak or basic needs. If the school were directed to close due to a national lockdown the school would follow any DfE guidelines.

Appendix 13 – Lincolnshire County Council What do we mean by ‘good attendance’? (Lincolnshire Attendance Strategy Page 7-8)

Ideally, students should attend every school day therefore 100% is the expected level, however, 95% is considered as good attendance. Anything below 95% is not good enough and will require action by school and parents in partnership with the local authority and other relevant services. This may seem a high expectation of the children, however when converted into session and days missed, it soon becomes apparent why this level of attendance is important. 95% attendance means a child misses two weeks of school across the year, 70% attendance, for example, means a child is absent for more than 11 weeks of the school year. This level of absence can make it very challenging for the child to catch up and can spiral into further absences.

Attendance (%)	Number of Days Absent	Number of Weeks (approx.)
95%	9	2
90%	19	4
85%	29	6
80%	38	8
75%	48	10
70%	57	11.5
65%	67	13.5
50%	76	15

Persistent Absence – LCC five categories of school attendance.

Appendix 14 – School Attendance – Boundaries and Description

Boundary	Description
95-100%	As expected
91-94%	At risk of persistent absence
80-90%	Persistent absence
51-79%	At risk of severe absence
<=50%	Severe absence

Appendix 14 – Bibliography

DfE Publications [Department for Education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

LCC Documents – including LCC School Attendance strategy 2023-2026

Lincolnshire Education Welfare Service - Fixed Penalty Notices

(Unauthorised Absences and Truancy) Code Of Conduct

[Home education – Before you begin - Lincolnshire County Council](#)

[School attendance – Lincolnshire County Council](#)

If your child has never been to school or you have moved to Lincolnshire, contact:
csc_education@lincolnshire.gov.uk or call 01522 782030.