

SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)

Whole Trust Attendance POLICY

Aspire - Challenge – Achieve

Author	STL Line Link	Date Approved
Trust Attendance Champions	Brett Sinclair	September 2026
Policy Type	Date of Next Review	Approved by
Trust Wide	September 2027	Chief Executive Officer

Content	Page
1. Mission statement	3
2. Implementation	3
3. Aims	3
4. Expectations	3
5. Encouraging attendance	4
6. Responding to non-attendance	5
7. School organisation	7
8. Liaising with external agencies	11

Appendices	Page
1. Guidance for form tutors	12
2. Good practice	16
3. Attendance procedure flowchart	17
4. Guidance for parents/carers	18
5. Persistent Absence Information for parents/carers	19
6. Trust Strategy to ensure no 'off-rolling'	21
7. Attendance Expectations letter	22
8. Reduced timetable form	24
9. Attendance during Prolonged or Emergency School Closure	26
10. Attendance Matters! Poster (displayed in school)	28
11. Bibliography	29

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 has been updated for September 2026 and should be read alongside the DfE statutory guidance Working together to improve school attendance, updated 9 June 2026, and the School Attendance (Pupil Registration) (England) Regulations 2024. The policy received the full agreement of the Governing Body.

3. AIMS

- That all students achieve excellent attendance (ie above 96%);
- 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 may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities;
- The Trust will take a support first approach by building strong relationships with families, listening to barriers to attendance and working with parents, carers, pupils and external agencies to remove these barriers before legal intervention is considered, unless immediate safeguarding or statutory action is required.
- 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:

- Students should not be late to school without a valid reason, eg medical appointment;
- School gates close at 8.35am, encouraging students to be in school and ready to learn from 8.40am. A student late to school, will be given a 15 minute late detention at the end of that school day (under school policy, this does not require prior notice to parents);
- Where a student arrives after 8.50am, they will hand their mobile phones into reception and be given a 15 minute detention at the end of that school day;
- Any students late twice in one week will be given a one-hour Period 6;
- Any student who arrives after 9.00am, will have their phone taken and picked up by the pastoral team, and be sent to the SRU for the remainder of Period 1 and given a one – hour Period 6;
- Any student persistently late will be placed on an attendance report and be expected to stay for the ‘extended school day’, which means they will be expected to attend extended Period 6 sessions daily;
- To contact the school (via the Reach More Parent App) 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;
- 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 11) 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 requests for leave of absence during term time must be made in advance in writing. Leave will only be authorised in exceptional circumstances. Where a request is not made in advance, or where the absence is not authorised, the absence will be recorded as unauthorised and may contribute to the national penalty notice threshold.
- Where unauthorised absence reaches 10 sessions within a rolling 10 school week period, the Trust must consider whether a penalty notice is appropriate, in line with the national framework and Lincolnshire County Council procedures. A first penalty notice is £160 per parent, per child, reduced to £80 if paid within 21 days. A second penalty notice for the same child within 3 years is £160 with no reduction. A third penalty notice will not usually be issued within that 3 year period and the case may proceed to prosecution or another legal intervention.
- The Trust will not operate a blanket approach to penalty notices. Each case will be considered individually, taking account of the pupil's circumstances, any support already offered, engagement from parents or carers, safeguarding concerns and the local authority code of conduct.
- A student will only be removed from roll where the statutory grounds are met and reasonable enquiries have been completed. The Trust will work with Lincolnshire County Council, Children Missing Education procedures and safeguarding partners before any removal from roll is considered.
- 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 a Pastoral Support Plan (PSP) or where appropriate, an EBSA pathway;
- 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 be monitored and attendance made a target for improvement;
- They may not be permitted to represent the school in any school led visits or trips until the student's attendance is above the required 90% or above;
- 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;
- Students will be rewarded termly for 100% attendance each term along with a free Prom ticket for any student who leaves with 100% attendance throughout their school careers.
- Where a student in Year 11 has 100% attendance, the school will offer the student a discounted ticket to their Year 11 prom;

6. RESPONDING TO NON-ATTENDANCE

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

- If parent contact is not received regarding absence, they will be **contacted every day of absence** by text message;
- Any absence not notified to school will be coded 'O -Unauthorised absence' and will not be amended after the date of the absence:
 - **Bourne Academy** ParentMail or email studentabsence@bourneacademy.org
 - **Cowley Academy** 01775 820254 or attendance@cowleyacademy.org.uk
 - **Giles Academy** absence text line 07860 097764 or email enquiries@gilesacademy.co.uk
 - **Spalding Academy** absence text line 07860 055665 or email attendance@spaldingacademy.org.uk
- 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 the Trust. Where concerns are identified, staff will work with the student and family to understand barriers, agree support and review progress. This may include a Pastoral Support Plan, Early Help, SEND input, EBSA, medical support, social care involvement or multi agency working. Where support is not engaged with, is not successful, or is not appropriate, the Trust may move to formal attendance procedures, including a Notice to Improve, penalty notice request or other legal intervention.
- The case will continue to be monitored. If there is no improvement, or if parents and carers do not engage with the support offered, the Trust may issue or request a Notice to Improve before a penalty notice is considered. Any legal intervention will follow the DfE statutory guidance, the national penalty notice framework and Lincolnshire County Council procedures.
- If a child is absent from school and no response is received by the family, the Trust may contact Children's Services, the Police or Lincolnshire County Council Children Missing Education team where there are safeguarding concerns. The Trust will make and record reasonable enquiries before any referral or removal from roll is considered. Any action will be taken in line with statutory safeguarding duties, children missing education guidance and the School Attendance (Pupil Registration) (England) Regulations 2024.

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 or part time reintegration. Part time timetables must be exceptional, temporary, reviewed regularly, agreed with parents or carers where possible, and used only where it is in the pupil's best interests. They must not be used as a long-term solution or as a behaviour sanction. The attendance register must be coded correctly, including use of code C2 where a compulsory school age pupil is subject to an agreed part time timetable.

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 Medical 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 each 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 Lincolnshire County Council's Medical Support Panel, 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'.

7. SCHOOL ORGANISATION

Where the Trust has to respond to a prolonged or emergency school closure, partial closure, public health direction, transport disruption or another unavoidable cause, attendance will be recorded using the correct national attendance codes.

Schools and parents will not be penalised if they are forced to close nor if they are made to close. Or if partial closure is operated due to unforeseen circumstance.

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.

Key:	
DCEO	Deputy Chief Executive Officer
HT	Head Teacher/Attendance Champion
AM	Attendance Manager
HOH	Head of House
YL/PL	Year Lead/Pastoral leads
FT	Form Tutor
ST	Subject Teachers

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

Governors:

- Governor(s) will be assigned to monitor attendance and ratify the policy;
- Governors and Trustees will regularly review attendance data, including persistent absence, severe absence and trends for key groups such as SEND, disadvantaged pupils, children with a social worker, looked after children, young carers, pupils with medical needs and pupils on part time timetables.
- Governor(s) to also support through representation on school attendance;
- Governor(s) to facilitate Governor Attendance Panels where needed;
- Trust Deputy Chief Executive Officer to deliver regular attendance progress reports for Governors' Meetings.

Deputy Chief Executive Officer/Head of School (Attendance Champion):

- 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.

Heads of School/Attendance Champions:

Miss Katie Belcher Head Teacher - Bourne Academy

Mrs Kath Kilby Head Teacher - Cowley Academy

Mr Glenn Martin Head Teacher - Spalding Academy

Mr Chris Wright Head Teacher - Giles Academy

- Attend Target Setting and Monitoring meetings with representative from Lincolnshire County Council's Inclusion and Attendance Team.
- Identify various ways to use school data most effectively; highlighting which students or cohorts require additional support.

Attendance Manager:

- At the start of each academic year, check all cohort returns and report any issues to the LA;
- Meet weekly with the Attendance Champion and/or DCEO regarding critical cases;
- To ensure that the Attendance Champion is made aware of all cases with follow up needed;
- Ensure that all registers are completed each morning and afternoon session;
- Ensure attendance data is regularly analysed by pupil, group, year, school and Trust, using internal systems and available DfE attendance tools to identify pupils who need support and to evaluate the impact of attendance actions.
- 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 books, 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;
- Set up School Attendance Panels (SAP) 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.

Pastoral Leads

- To monitor attendance within their School;
- To inform the Safeguarding/attendance Manager and the Head teacher (if required) of any situation causing concern above and beyond normal expectations;
- To meet with the Attendance Manager/Head Teacher and DCEO weekly; To meet termly with the Attendance Manager to review critical cases, patterns and trends;
- To attend parent support meetings/panel meetings regarding attendance;
- To challenge and investigate patterns of poor attendance;
- To ensure regular contact (welfare check) on students who are on long term absence are completed;
- To ensure that students returning to school after a period of absence are met and a 'return to school – attendance probation form' is completed;
- To contact other outside agencies where appropriate to work with students experiencing difficulty attending school, this could include Early Help Assessment;
- To look for patterns regarding absences and inform DCEO/Head Teacher and Attendance Manager of any concerns;
- To support Attendance Managers and Year Leads in tackling poor attendance;
- To challenge and investigate patterns of poor attendance;

Year Leads:

- To monitor attendance within their Year group;
- To inform the Safeguarding/attendance 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 attend parent support meetings regarding attendance;
- To challenge and investigate patterns of poor attendance;
- To make regular contact (welfare check) on students who are on long term absence;
- To meet students returning to school after a period of absence and complete a 'return to school – attendance probation form';
- To contact other outside agencies where appropriate to work with students experiencing difficulty attending school, this could include Early Help Assessment;
- To look for patterns regarding absences and inform Year Lead and Attendance Manager of any concerns;

- To promote good attendance and to support rewarding students;
- To arrange transition that is appropriate, including the PSP process.

Heads of House:

- To monitor attendance within their House group;
- To inform the Safeguarding/Attendance Manager of any situation causing concern above and beyond normal expectations;
- To meet termly with the Attendance Manager;
- To support tutors in tackling poor attendance;
- To challenge and investigate patterns of poor attendance;
- To contact relevant Year Leads where appropriate to work with students experiencing difficulty attending school;
- To look for patterns regarding absences and inform Year Leads and Attendance Manager of any concerns;
- To promote good attendance and to support rewarding students in House assemblies;
- To ensure that House groups celebrate good attendance.

Form Tutor:

- To complete registers accurately and on time;
- To follow up all absences of tutees and ensure that any return to school after period of absence is challenged;
- Report concerns to Head of House and/or relevant Year Lead when issues arise or when escalation is needed;
- Report any issues that arise regarding attendance to the appropriate Head of House and/or Safeguarding/Attendance Manager;
- To praise good or improved attendance, rewarding as per Trust policy;
- To inform the Attendance Manager of any notifications of absence immediately;
- To expect punctuality to registration, pursue lateness and apply appropriate sanctions;
- To promote good attendance within the tutor group;
- To follow up any student absence.

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 accurately reflect attendance concerns on all data collection points;
- To raise student concerns around poor attendance with line managers and/or relevant pastoral leads;
- To look for patterns regarding poor attendance to subject lessons and make line managers and/or pastoral staff aware.

Parents/Carers:

- Send children to school every day and on time;
- Parents should ensure, that the information schools hold on students is accurate and up to date, this can be updated via the each More Parents App;
- Contact the school on **each morning of absence** via the Reach Moe Parents App;
- Support their child in achieving maximum attendance;
- Support the school in expecting attendance above 95% of all students;
- To support the school in driving student punctuality, ensuring students arrive on time to school;
- 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.

8. 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;
- Early Help Workers;
- Social Services;
- Child and Young Persons' Nursing Team;
- Youth Service;
- BOSS outreach service;
- Healthy Minds;
- CAMHS;
- Local police;
- Pupil Reintegration Team;
- Lincolnshire County Council Ethnic Minority and Traveller Education Team;
- Lincolnshire County Council Inclusion and Attendance Team.

DATA PROTECTION ACT

The Trust will process attendance information in line with UK GDPR and the Data Protection Act 2018. Attendance information may be shared with relevant school staff, the local authority, DfE, safeguarding partners, police, social care or other agencies where this is necessary, lawful and proportionate. Information will be shared to safeguard children, support attendance, meet statutory duties and ensure accurate admission and attendance registers.

Appendix 1

GUIDANCE FOR FORM TUTORS

SUGGESTED METHODOLOGY

The Importance of Registration:

An attendance register must be kept on which, at the BEGINNING of each morning and afternoon session, students are marked present or absent. 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 must be kept for a minimum of 6 years from the date that the last entries were made.

CATEGORISING ABSENCE

Symbols to be used in Registers (Categories):

Schools must use the national attendance and absence codes set out in the School

Attendance (Pupil Registration) (England) Regulations 2024 and the current DfE statutory guidance. Registers must be completed accurately for every session and amended only in line with statutory requirements.

The current codes include, but are not limited to: / and \ for present, L for late before registers close, U for late after registers close, C for exceptional leave, C1 for regulated performance or employment abroad, C2 for a compulsory school age pupil on an agreed part time timetable, D for dual registration, E for suspended or permanently excluded with no alternative provision, G for holiday not granted, I for illness, J1 for interview, K for local authority arranged education provision, M for medical or dental appointment, N for reason not yet established, O for unauthorised absence in other or unknown circumstances, Q for lack of access arrangements, V for educational visit, W for work experience and Y1 to Y7 for circumstances where the pupil is unable to attend because of transport, travel disruption, site closure, criminal justice detention, public health guidance or another unavoidable cause.

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**);
- Day of religious observance;
- Fixed term suspension;
- Bereavement;
- Interview for job/college;
- Permanent exclusion until removed from roll or re-instated.

Holidays:

Holidays in term time will not usually be authorised. Leave of absence will only be granted where the Head of School considers there are exceptional circumstances.

Where a holiday or other leave of absence is not authorised, the absence will be recorded as unauthorised. If unauthorised absence reaches 10 sessions in a rolling 10 school week period, the Trust must consider whether a penalty notice is appropriate. The first penalty notice is £160 per parent, per child, reduced to £80 if paid within 21 days. A second penalty notice for the same child within 3 years is £160 with no reduction. A third penalty notice will not usually be issued within 3 years and the case may proceed to prosecution or another legal intervention.

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;
- 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 should actively discourage late arrival by challenging young people who are persistently late or arrive late without reasonable explanation.

Students should arrive at school by 8.35am, ready to be **in tutor rooms for the start at 8.40am**. 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'. This will be followed up with a 'Late' detention. Any student who is regularly late (2x a week) will be asked to attend a Period 6 detention.

Where a student arrives after registration has closed, without good reason, they will be met by their Year Lead, phone confiscated and a Period 6 set. **Any student late without good reason will be asked to make up the time after school that day (extended school day).**

If the student continues to be late, parents/carers may be asked to attend a Governor Attendance Panel. If the situation continues, a Penalty will be requested.

Removal from the school roll:

A student will only be removed from roll where the statutory grounds for deletion are met under the School Attendance (Pupil Registration) (England) Regulations 2024. Before removal, the Trust will complete and record reasonable enquiries, liaise with Lincolnshire County Council where required, consider safeguarding duties and ensure that children missing education procedures have been followed. Removal from roll for any other reason is not permitted.

- 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 Headteacher 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

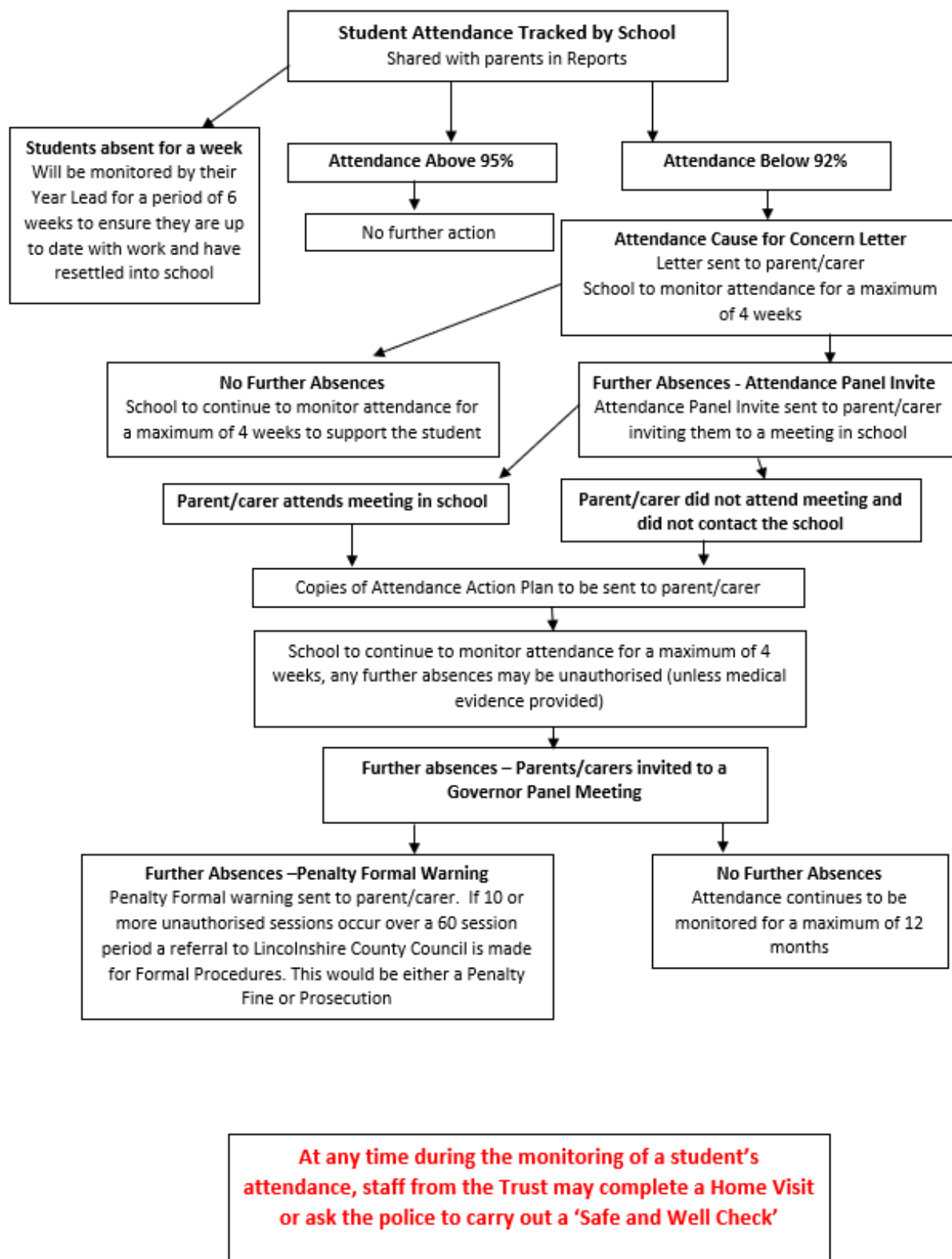
GOOD PRACTICE

Research suggests that good practice is associated with:

- All staff are 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 - e.g. either by telephoning home or sending out letters to parents/carers;
- Form tutors ensuring that records of attendance are accurate;
- Form Tutors challenge student absence on return and report any concerns to Attendance Managers;
- Tutor/Head of House/Year Lead/Pastoral Leads to monitor the attendance records of all students;
- Year Leads and Senior staff with responsibility for student attendance have weekly meetings with the Attendance Manager;
- Heads Of House to ensure that Tutor time is monitored and poor punctuality or absence from tutor time is followed up;
- 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 used effectively 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



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;
- Not booking holidays in term time. Any holiday absences will not be authorised and Penalties applied for;
- 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 daily** whenever their child is absent, giving details of the reason for the absence;
- Help their child prepare for the school day by ensuring they arrive on time and equipped fully;
- 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 into 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.

Appendix 7

ATTENDANCE EXPECTATIONS LETTER

Dear Parent / Carer

Attendance Expectations and Formal Penalty Warning

(Please note that this letter is sent annually to every parent of every child of compulsory school age, in accordance with the school's duty to inform parents of their legal responsibilities.)

NAME OF CHILD/CHILDREN DATE OF BIRTH

xx's current attendance = xx%

This letter is to update you regarding the statutory rule changes and to remind you of your responsibilities as a parent with regard to attendance. Please note there are important changes to legislation this year.

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

Please note:

South Lincolnshire Academies Trust's expectation for attendance is a minimum of 96% and this benchmark 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 (i.e. doctor 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 label has been received.
- **The Trust will not authorise a leave of absence in term time and a Penalty Fine will be issued.**
- Absences for 'personal or family circumstances' where students are taken out of county/country, will not be authorised without valid evidence and may result in a Penalty Fine.
- **For Safeguarding purposes, any absence must be notified to the school daily before 8.15am.**
- 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.

Attendance at all South Lincolnshire Academies Trust Schools is constantly monitored. 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.

Punctuality:

- Students should not be late to school without a valid reason, eg medical appointment.
- School gates close at 8.35am, encouraging students to be in school and ready to learn from 8.40am. A student late to school, via the green gates, will be given a 15 minute late detention at the end of that school day (under school policy, this does not require prior notice to parents).
- Where a student arrives after 8.45am, they will hand their mobile to reception and be given a 1 hour late detention at the end of that school day.
- Any students late twice in one week will be given a one-hour detention that Friday.
- Any student persistently late will be placed in an 'extended school day', which means they will be expected to attend extended Period 6 sessions daily.

Legislation from September 2024 (two penalty notice limit and escalation in cases of repeat offences):

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 Penalty Notices for persistent poor attendance (below 90%) or holidays taken during term time. A 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 Penalty. From the Autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child **within a 3 year rolling period** and any second notice within that period is charged at a higher rate.
 - The first penalty notice issued to a parent in respect of a particular student will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
 - A second penalty notice issued to the same parent in respect of the same student is charged at a flat rate of £160 if paid within 28 days.
 - **A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first.** In a case where the national threshold is met for the third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include prosecution, but may include other tools such as one of the other attendance legal interventions.
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to student's subject to a 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 Penalty Notice for £160.00 or £80.00 if paid within 21 days.
- The school's Attendance Policy is available via our website <https://slat.org.uk>. The Lincolnshire County Council

- 'Penalty Notice Code of Conduct' can be viewed on their website:
- <http://www.lincolnshire.gov.uk/school-attendance>

Yours sincerely



Mr B Sinclair
Deputy Chief Executive Officer

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. Further fines through the courts if not paid.
Second Notice in a 3-year period :	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days. As above.
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 magistrate's court appearance, and a fine of up to £2,500 and/or prison. If prosecuted and found guilty, parents would have a criminal record which can affect applications where criminal convictions need to be declared.

Appendix 8

PART TIME TIMETABLE AGREEMENT AND REVIEW FORM

A part time timetable must only be used in exceptional circumstances, for a short and clearly defined period, and where it is in the pupil's best interests. It must be reviewed regularly, agreed with parents or carers where possible, and supported by a clear plan to return the pupil to full time education as soon as appropriate. It must not be used as a sanction or as a long-term solution. Attendance should be coded correctly, including code C2 where applicable.

Pupil Name:

Date:

School:

Start date of part-time timetable:

Level of SEND (if any): CiC/ CP/ CIN/ TAC

Reason for part-time timetable (refer to LCC guidance):

Part-time Timetable Plan:

Week No.

Dates Times/ Hours 1 2 3 4 Review date/s of part-time timetable:

End date of part-time timetable:

Parent/carers

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 schoolwork 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

Parent/carers signature: Date:

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

- monitor the effectiveness of the parttime timetable
- hold a review on the agreed date
- provide work for the pupil to do whilst at home and mark all work completed
- liaise with other involved agencies such as SEND etc.

Headteacher signature: Date:

Other signatures (if required):

eg. Social Worker, SEND Case Worker, Virtual School

Name/ Role:Date:

Name/ Role:Date:

Name/ Role: Date:.....

Appendix 9

ATTENDANCE DURING PROLONGED OR EMERGENCY SCHOOL CLOSURE

Where attendance is affected by a prolonged or emergency closure, partial closure, public health direction, transport disruption or another unavoidable cause, the Trust will follow current DfE guidance and use the correct national attendance codes. This section replaces the previous Covid specific wording and should be read alongside the current statutory attendance guidance.

This record of children in attendance was for all settings registered as schools. Schools which remained open for some children (those of key workers and those classed as 'vulnerable' were advised:

1. Not to take the normal attendance register. For administrative purposes, Code # (planned whole or partial closure) should be used in the normal attendance register.
2. To complete the 'record of children in attendance form'; this would include children of critical workers and vulnerable children and may include children that were not enrolled at the school.
3. To submit the school's attendance totals via the webform every day.
4. To save and retain a copy of the 'record of children in attendance form' at the end of each day in a separate tab on the spreadsheet. Each day would need to be recorded on a new tab.
5. To submit the information for every day that the school is open.

The 'record of children in attendance form' included the following information:

1. The names of all children who are in attendance on each day
2. If the child is not enrolled at the school, the name of the school where the child is enrolled
3. Whether the child is present on each day
4. Whether the child has parents who are critical workers eg NHS workers
5. If the child is vulnerable (eg they have an Education Health and Care Plan (EHCP), have a social worker (CiN), or are looked after children
6. If the child is on an EHCP
7. If the child has a social worker
8. The time the child signed into the school
9. The time the child signed out of the school

The form would automatically calculate the totals for the groups above.

*Guidance for schools, childcare providers, colleges and local authorities in England on maintaining education provision contains information on who are key workers and vulnerable children (<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>).

Schools were advised that until further notice, fines for non-attendance would not be put through. Ongoing court cases would, however, continue.

Appendix 10

Research shows that 17 days missed from school means dropping a FULL GCSE GRADE across ALL subjects.

If you miss...	that equals...	which is...	and over 13 years of school, that's ...
1 day a fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day a week	40 days per year	8 weeks per year	Over 2.5 years
2 days a week	80 days per year	16 weeks per year	Over 5 years
3 days a week	120 days per year	24 weeks per year	Nearly 8 years

The effect of absence on progress					
A whole year has 365 days; a school year has 190 days. <u>That leaves 175 days to spend on family time, visits, holidays, shopping and other appointments.</u>					
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
Excellent	Very good	Worrying		Serious Concern	

Attendance matters!

Appendix 11

BIBLIOGRAPHY

DfE statutory guidance and legislation

Working together to improve school attendance, DfE statutory guidance, updated 9 June 2026

Information collected from various publications which are regularly updated.

LEA Plans and Guidance

Children and Young People's Plan

Lincolnshire Education Welfare Service - Penalty Notices

Unauthorised Absences and Truancy Code Of Conduct ***to be read in conjunction with:***

Guidance on The Use Of The Education Related Provisions Within The Anti-Social Behaviour Act 2003

Schools Administration Handbook

Raising Standards Through the Improvement of School Attendance

Medical Policy

Legislation

Education Act 1996

UK GDPR and Data Protection Act 2018

School Attendance (Pupil Registration) (England) Regulations 2024

Anti-social Behaviour Act 2003