



Attendance

- Policy into Practice

Document created	Sept 2024
Document owner	Mrs Kris Radford
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1. Aims

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

Park Academy recognises the importance of good attendance at school in enabling their learners to achieve their potential in life. If you would like any further advice or support regarding your child's attendance, please contact Mrs Robyn Smith (Attendance Officer) or Mrs Kris Radford (Head Teacher and Attendance Champion), at the academy who will be happy to help.

2. Definitions

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

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

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

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

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

- Parents keeping children away from the academy unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at the academy after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term time which have not been agreed.
- Leaving the academy for no reason during the day.

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

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

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

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

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

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

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

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

3. Promoting Good Attendance

At the end of each term (three times in an academic year), our Academy recognises children who have had 100% attendance in school, those who made significant improvements in their regular attendance and those who were 'nearly' 100% (for example those who had unavoidable, one-off illness).

Weekly, the class with the highest attendance wins a trophy shared to celebrate that achievement. We describe 'Good Attendance' as 'Coming to school every day and on time' when we work with the children and in our assemblies.

We talk regularly to the children about the importance of good attendance and celebrating their presence in school. This might be in classrooms, when we are working in small groups or at whole school events.

We regularly build in Attendance discussion into all aspects of school life. For example;

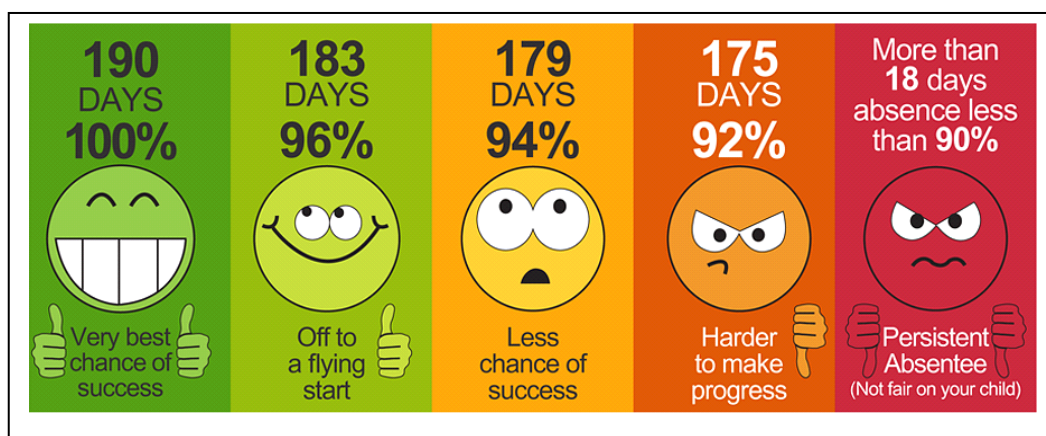
- Through regular communications via Facebook or MyEd (school messaging system)
- Through informal discussion with parents or carers at the classroom door
- At parent teacher meetings where necessary
- As part of Pupil Progress meetings between teaching staff and our Raising Standards Leader – discussion with staff about the impact of absence from school on learning progress.
- As part of our work with pupils who have specific action plans – for example, Education Health Care Plans (EHCPs) or Behaviour Improvement Plans (BiPs)
- As part of our work with parents – informally through discussions at the gate or in calls to families, or formally, in meeting such as School Attendance and Support Meetings (SASMs) to which parents or carers are formally invited.

Every member of staff is aware that good attendance at school is essential to successful learning and progress.

We have discussions with pupils directly affected by irregular or poor attendance if we feel they are able to understand and take on board the impact of their absence from school. For example, an older children might be invited to attend the SASM with a parent or carer, or a member of staff familiar to them might meet on a 1:1 basis to explore any barriers they feel they are experiencing.

Sometimes, the children themselves have attendance goals agreed with them – for example, if the walk to school – we work with them to ensure they have an alarm clock to wake them in time, or that they have a set morning routine they can stick to. This increasingly important for pupils who do start walking themselves to school or are preparing to move on to secondary school.

Because we have a high number of families who arrive not only new to school, but new to the country – this year, our Attendance and EAL leads are working together to ensure that there is a more structured induction process around expectations such as regular attendance for those families.



4. Attendance Register

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

Present / (am) \ (pm)

Absent N

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

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

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. e.g. film shoot
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence - Parent travelling for occupational purposes
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration, not remote learning, must be supervised learning))
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip (supervised by a member of school staff)
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in attendance)
X	Not required to be in school - for non-compulsory school age children
Z	Pupil not yet on roll - not counted in attendances
#	Planned whole or partial school closure - NOT counted in attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel

Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Where there is no known reason for absence, administrators will take reasonable steps to ascertain the whereabouts of pupils. This will include phoning all available contacts, sending a text or message via MYEd parent portal and sending an email;

- enquiries@parkacademyboston.net
- 01205 268805

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

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

5. Absences

Parents and carers are responsible for informing the academy about any absences, as early as possible – this might be on the day of an illness or emergency, or in advance where necessary (for example, prebooked appointments).

Illness/Injuries

Where learners are ill and are unable to attend, parents and carers are responsible for making contact with the academy on day 1 of any absence. This can be done by MyEd, a phone call or email to the school.

Contact can be made in a home language – we can use our computer software to translate messages from parents for whom English might be a barrier to communication.

Parents must specify the reason they are absent. Being 'ill' is not a sufficient reason and parents will be asked to clarify this further.

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

Taking a prescription medication is also not necessarily a reason for a child to be absent from school. This includes antibiotics – it is NOT usually necessary for a child to remain at home for the full duration of a course of antibiotics. Parents or carers should tell us if a child is on a course of medication. We can then identify how we can help your child return to school whilst taking that medication.

Religious Observances

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

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

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

Holidays During Term Time

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

If parents/carers feel that their circumstances are exceptional, then they must make a request in writing for consideration by the headteacher who will decide whether or not the holiday will be authorised and for how long the learner is permitted to be absent.

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

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

Medical Appointments

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

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

Evidence of the appointment will be requested by the academy.

6. Responding to Poor Attendance

Letter of Concern

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

This is of a standard format provided by our Voyage Central Team.

School Attendance Panel

When the academy has concerns about the attendance level of a learner, they will invite the parents/carers in to discuss the issues surrounding the poor attendance. This is known as a School Attendance and Support Meeting (SASM).

The meeting will be held by the academy which may involve the academy Attendance Officer and Attendance Champion and/or our Family Support Officer may be in attendance, depending on the level of support needed. Sometimes class staff may also attend if the issues around persistent absence are also impacting directly on learning and progress for that child.

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

Pupil Not Attending Regularly (PNAR)

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

Responding to learners who arrive late

The school gates open to pupils at 8:40 a.m, and close at 8:50 a.m. Learning begins from 8:40 so early arrival is encouraged in all cases.

The school day ends at 3:20 p.m

Parents can drop off to and collect from either the KS1 gate or the KS2 gate.

If you arrive late (after the gates have closed) you must bring your child to the main office where they will be greeted and registered into school.

Punctuality is of the utmost importance and lateness will not be tolerated; being persistently late is seen as significant as absence at Park Academy.

The academy gates are open at 8:40 a.m. and we expect all learners to be in class at the start of the school day by 8:50. Registers are marked at this time. Parents, carers and pupils should be aware that learning time begins from the moment children arrive in school, so arriving as close to 8:40 as possible is important on a regular basis.

If a learner arrives at the academy after 8:50 a.m. and before 9:20 a.m. they will be recorded as late (L).

If learners arrive after 8:50 a.m. the gates will be closed and learner must enter school through the main entrance.

Attendance after the registers close at 9:20 a.m. will receive an unauthorised late mark (U) to show that they are on site, but this will count as an absent mark. Learners who are absent before they come into the academy due to medical appointment, must provide evidence of the appointment either before the appointment or as soon as they return after the appointment.

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

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

7. Further Action

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

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

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

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

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

Penalty Notice	Details
First Notice in a 3 year period:	Issued to each parent. Charged at £80 if paid within 21 days. £160 if paid within 28 days.
Second Notice in a 3 year period:	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.
Third Notice in a 3 year period:	Alternative action should be taken, for example prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a fine of up to £2,500.

Further information on this can be found:

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

8. Reduced/Part-time Timetables

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

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

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

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

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

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

9. Leavers

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

- Moving house and the academy is too far from the new address
- Moving country
- Moving school through parental choice

- Moving school due to the needs of a learner
- Service personnel posting

To complete all the necessary checks, the academy will ask parents/carers to complete a leavers form. This form asks for information which enables a school to remove a child from the admission register. Without all the information, the academy must log a child as missing in education.

10. Children Missing Education (CME)

Please refer to the Trust CME policy for further guidance.

11. Elective Home Education (EHE)

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

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

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

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

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

Further information can be found here:

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

12. Emotionally Based School Avoidance (EBSA)

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

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

In such circumstances, we are likely to follow the Emotionally Based School Avoidance (EBSA) Pastoral Support Programme (PSP) pathway developed with Lincolnshire County Council, using resources to assist further enquiry into what the barriers might be, and to develop specific support.