

ATTENDANCE POLICY

2024/25



Evolve
Academy

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1. Expectations

Regular and punctual attendance is essential for students' wellbeing, academic success, and future career opportunities. Evolve Academy expects students to:

- Attend regularly and punctually.
- In full and correct uniform
- Be prepared for the day ahead.

Parents/Carers are expected to:

- Ensure their child attends regularly and punctually.
- Contact the academy on the first day of an absence.
- Avoid unnecessary absences during term time.

Evolve Academy will:

- Maintain accurate attendance records.
- Contact parents promptly if a student is absent without explanation.
- Promote good attendance and punctuality.
- Provide a welcoming and safe learning environment.
- Address patterns of absence early.
- Support parents in fulfilling their legal responsibilities.
- Refer cases of persistent absence to the local authority's education welfare officer.

2. Legislation and Guidance

This policy aligns with Evolve Academy's guidelines and statutory requirements set by the Department for Education (DfE), drawn from:

- The Education Act 1996 (part 6)
- The Education Act 2002 (part 3)
- The Education and Inspections Act 2006(part 7)
- The Education (Penalty Notices) (England) (Amendment) Regulation 2013

3. Roles and Responsibilities

The Local Governing Body (Lambeth)

- Monitors academy attendance figures (Study Bugs).
- Conducts weekly visits with the Educational Welfare Officer (EWO) to check registers.
- Holds the Head Teacher accountable for policy implementation.

The Head Teacher: Melissa Elve-Williams

- Oversees the implementation of the attendance policy.
- Ensures a welcoming and safe learning environment.
- Monitors and reports school-level absence data to governors.
- Issues fixed-penalty notices when necessary.

The Assistant Head Teachers: Simon Tolaram (Behaviour Lead), Catherine Maddock (Teaching & Learning Lead), Ronan Stewart (Primary Lead) & Benedict Opeku (SENCO)

- All assistant heads are a part of the DST.
- Leads strategies to improve attendance and reduce persistent absence.
- Coordinates with the DSL, Attendance Officer, and EWO.
- Analyses attendance patterns and advises on penalties.

The Attendance Officer - Mark Browne

The Attendance Officer - Acts as the first point of contact for staff, students and parents in all matters relating to attendance - Maintains accurate records for AM/PM session attendance and attendance to lessons - Records the details of the reason provided by parents for any student being absent. - Sends a daily message to the parents of any students who have not arrived at school and for whom a reason for absence has not been provided. - Monitors registration marks throughout the day to identify anomalies and/or potential truancy - Provides accurate daily attendance figures to the leadership team in a timely fashion. - Reports immediately to the Assistant Head Teacher (pastoral) and the designated safeguarding lead any non-attendance that could pose a safeguarding concern - Monitors student-level attendance data to identify attendance concerns and any patterns of non-attendance. - Liaises with the Assistant Head Teacher (pastoral), the pastoral team and the education welfare officer to improve attendance and reduce persistent absence. - Promotes and celebrates excellent attendance within their year groups - Immediately draws to the attention of the attendance officer any information received relating to student absence - Administers the academy's attendance intervention system, by sending letters, scheduling meetings and maintaining accurate records of student-level attendance interventions - Telephones and/or meets with parents as part of academy's attendance intervention system

The Pastoral Team

- Supports and celebrates good attendance.
- Addresses attendance concerns in coordination with the Attendance Officer and EWO.
- Participates in the academy's attendance intervention system.

Tutors

- Promote and celebrate excellent attendance within their groups.
- Notify the Attendance Officer of any student absences.

Class Teachers

- Inform the Attendance Officer if a student marked present earlier is absent from their lesson.

4. Registration Procedures

Statutory Registration (Session Marks)

- AM session register: 09.00-09:30
- PM session register: Based on Period 5
- Marks: Present, Absent, Late
- Late arrivals after 09:30 receive a 'U' mark, affecting overall attendance.

5. Unplanned Absence

Parents must notify the academy by 08:30 on the first day of absence. The Attendance Officer records the absence as authorized unless there is a concern. If authenticity is in doubt, medical evidence may be required.

6. Planned Absence

Absences for medical appointments, religious observance, or traveller purposes must be pre-arranged and will be authorized accordingly. Unplanned Absence Procedure

Notification of Absence:

- **Timeframe:** Parents/carers must inform Evolve Academy by 08:30 on the first day of an unplanned absence (e.g., illness).
- **Methods:** Notify via telephone (main academy switchboard) or email (reception or info email addresses). Office staff will monitor these and record the information on the central system.
- **Medical Appointments:** Where possible, all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum. We may not authorise the time off if medical evidence is not provided.

Recording Absence:

- **Authorisation:** The attendance officer will mark the absence as authorised if due to illness, unless there are concerns about the authenticity of the illness.
- **Verification:** If there are doubts, the academy may request medical evidence (doctor's note, prescription, appointment card, etc.). Unnecessary requests for medical evidence will be avoided.
- **Unauthorised Absence:** If the illness is not verified, the absence will be recorded as unauthorised, and parents/carers will be informed.

Follow-Up Procedure:

- **By 09:30:** If no reason for absence is provided, the following steps will be taken:

Action	All Students	Vulnerable Students
1. Attendance Officer to call parents and email if no response via phone	Day 1 onwards	Day 1 onwards
2. Attendance Officer to call the student's emergency contacts and letter sent out	Day 2 onwards	Day 1 onwards
3. Attendance Officer to inform the DST team	Day 3 onwards	Day 1 onwards
4. DST to contact key worker/social worker	n/a	Day 1 onwards
5. Attendance Officer to inform the Designated Safeguarding Lead	Day 3	Day 2
6. DSL and EWO to conduct a home visit	Day 3	Day 2
7. Report the case to the local authority as a Child Missing Education (CME)MARF	Day 10	Day 10

Note: Any of these actions can be expedited if there are concerns about the child's safety.

7. Leave of Absence

Leave for holidays or international travel is at the Head Teacher's discretion and must be requested at least three weeks in advance.

8. Promoting Excellent Attendance

Evolve Academy promotes excellent attendance through:

- A caring and welcoming environment.
- Regularly updated attendance statistics.
- Certificates and recognition at termly Reward Assemblies.

9. Tackling Poor Attendance

The Department for Education defines persistent absence as a student missing at least 10% of possible sessions (i.e. Having attendance of 90% or below). This equates to missing half a day of school every week or missing a full day of school every fortnight. If sustained over a long period of time, 90% attendance is equivalent to missing four weeks of school every year or half a year of school between Year 7 and Year 11.

If a student's attendance drops below 93%, the student is at risk of becoming a persistent absentee. A meeting will be arranged between parents and a member of the pastoral team to discuss the nature and frequency of absences, and how the student's attendance can be improved. A letter will also be sent to the parents to explain that any future absences owing to illness will need to be supported by medical evidence. If a student's attendance drops below 90%, the matter will be referred to the education welfare officer. The education welfare officer will meet with the parents to explore the reasons for absence in detail, to set improvement targets and to emphasise that parents have a legal obligation to ensure that their child attends school regularly.

Following a meeting with the educational welfare officer, if it is established that the poor attendance or punctuality

cannot be justified in law and if there is not an immediate and significant improvement, legal proceedings will be commenced. This can take two forms:

- a) Penalty notice:
- b) The decision on whether or not to issue a penalty notice will take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If issued with a penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. If the payment is not made after 28 days, the local authority can decide to prosecute.

(b) Prosecution: The academy will support the Education Welfare Officer in bringing a prosecution under Section 444 Education Act 1996, or in applying to the Family Proceedings Court for an Education Supervision Order. The maximum penalty on conviction for a first offence is £1000.00. The academy would prefer to avoid such proceedings and encourages parents to work collaboratively with the academy's pastoral team and the education welfare officer. A summary of the above approach to improving attendance, including the thresholds for the various levels of intervention, can be found in Appendix 2.

Persistent absence (below 90%) is addressed through interventions, including parental meetings and referrals to the EWO. Legal action may be taken if improvements are not made.

10. Lateness and Punctuality

Students arriving after 09:10 are late and may face a 50-minute detention. Persistent lateness may result in a fixed penalty notice or referral to the EWO.

11. Removing a Student from the Academy's Roll

A student may only be removed from the academy's roll with Head Teacher authorization and under prescribed circumstances. The Admissions Officer oversees this process and informs the local authority when necessary.

12. Elective Home Education

While Evolve Academy respects the legal right to home educate, the academy advises against it and follows a strict process when notified of such intentions, including a meeting with the Head Teacher or Attendance Officer.

13. Safeguarding

The Attendance Officer plays a key role in safeguarding by monitoring attendance and coordinating with the Pastoral Team and local authorities when necessary. The academy follows strict protocols to ensure student safety.

EVERY DAY COUNTS

By law, schools must record absence and the reasons given. Parents should provide reasons for the absences and the school must decide whether or not they justify the authorisation according to Government guidelines.

AUTHORISED ABSENCES

- Illness
- Religious observance
- Bereavement of a close relative
- Official appointments or interviews

MEDICAL APPOINTMENTS

Where possible, all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum. We may not authorise the time off if medical evidence is not provided.

UNAUTHORISED ABSENCES

- Day trips
- Baby sitting
- Shopping
- Birthdays
- Visiting friends

PUNCTUALITY

Good punctuality at school is essential for students to achieve their full potential. We encourage children to be on site for 8.45am ready for a 9.00am start.

PERSISTENT ABSENCE

Any child with absence below 90% regardless of the reasons for absence is considered to be a persistent absentee. When a student's attendance reaches this threshold, we require official documentation such as a medical card to authorise an absence.

Support with school attendance

We will contact you regularly to inform you of your child's absence.

We will support you in any way we can to help your child feel safe, happy and healthy and reach their potential.

With your permission we can refer you child to in school counsellors, mentors and our education psychologist, child and mental health services, school nurse, social services and our safer school's officer.

If you would like to discuss your child's attendance, then please call us on 0207 504 0550/0542.



ATTENDANCE & PUNCTUALITY INFORMATION FOR PARENTS



*"Our philosophy is ultimately
inclusive, we believe that every
young person who comes to
Evolve Academy must have a
second chance at success"*

WHY DOES GOOD ATTENDANCE MATTER?

Our school is committed to providing all children with the best start in life and works hard to ensure that all children attend school regularly.

There is a link between attendance and high-level attainment. Regardless of the reason, if your child is absent from school, it will affect their learning.

Attending school on a regular basis is the key to your child doing well at school and will set them up with good routines for later life and the working world, as well as giving your child the opportunity to maintain friendships, learn new skills and increase their potential.

Headteachers in mainstreams schools, colleges, university and employers do contact us for references for students who make applications to them.

LEAVE OF ABSENCE DURING TERM TIME

If you wish to take your child out of school during term time, you must make a request in writing to the Headteacher prior to booking the trip. You may be asked to provide evidence. If you continue with your planned leave after it has been refused then a Penalty Notice may be issued to you.

WHAT IS A FIXED PENALTY NOTICE?

The Anti-Social Behaviour Act 2003 introduced legislation for Local Authorities to issue Fixed Penalty Notices to parents/carers of pupils who have unauthorised absence from school.

ATTENDANCE & THE LAW

As a parent you are committing an offence if you fail to ensure your child attends school regularly. The local authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to attend a magistrate's court.

- Fine amounts are £60 payable within 21 days then, if they remain unpaid, an increase to £120 up to the 28th day.
- Schools can no longer agree to term-time holidays.
- Fines can be issued for any period of term time holiday.
- Parents do not have to be warned in advance of a holiday related fine being issued.
- Fines can be issued for general non-attendance; the requirement is 10 sessions missed within the previous 3 months (O's or U's or a combination)
- Fines should not be used for persistent absentees (attendance below 90%), these cases should follow the escalation route towards prosecution.
- Fines can be issued to year 11's regardless and are often used when insufficient time

EVOLVE ACADEMEY

20 Kennington Park Gardens, London
SE11 4AX (AP) 0207 504 0550
Gipsy Road, West Norwood, London
SE27 9NP (SEN) 0207 504 0542



RAISING EXPECTATIONS

Attendance is a key priority at the school and we ask that parents support us with this, we ask all students to aim high when it comes to this attendance, the table below is a guide on how school days missed will affect their learning.

Attendance %	Days off	Lessons Missed
100%	0	0
95%	10	60
90%	19	114
85%	29	145
70%	38	190

Any queries, please contact Mark Browne on mbrowne@evolveacademy.org.uk or 07425 845689.