ATTENDANCE POLICY

2025/26

****

|  |  |  |
| --- | --- | --- |
| **Approved by:** |  | **Date:** September 2025 |
| **Last reviewed on:** | September 2025 |  |
| **Next review due by:** | September 2026 |  |

**Contents**

1. **Expectations**
2. **Legislation and Guidance**
3. **Roles and Responsibilities**
   * The Local Governing Body
   * The Head Teacher
   * The Assistant Head Teachers DST
   * The Attendance Officer
   * The DSL
4. **Registration Procedures**
   * Statutory Registration (Session Marks)
   * Class Registers
5. **Unplanned Absence**
6. **Planned Absence**
7. **Leave of Absence**
8. **Promoting Excellent Attendance**
9. **Tackling Poor Attendance**
10. **Lateness and Punctuality**
11. **Removing a Student from the Academy’s Roll**
12. **Elective Home Education**
13. **Safeguarding**
14. **Appendix 1: Attendance Leaflet for Parents page 1 & 2**
15. **Appendix 2 : Attendance information post card**
16. **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.
  + Be In full and correct uniform
  + Be prepared for the day ahead. What it looks like stationary , all equipment for the day in full unform (Parents/Careers 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.
  + The admin team, class tutor, or attendance lead will promptly contact parents or guardians when a student is absent without a valid explanation.
  + Promote good attendance and punctuality.
  + Provide a welcoming and safe learning environment.
  + Address patterns of absence early with a call and text message to notify parents of their child absence .
  + Support parents in fulfilling their legal responsibilities.
  + Refer cases of persistent absence to the local authority’s education welfare officer.

1. **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

1. **Roles and Responsibilities**

**The Local Governing Body (Lambeth)**

* + Monitors academy attendance figures (Study Bugs and SIMS)
  + 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) Ziggy Moore (personal development lead)**

* + 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 - Administrates 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

**Senior Leadership team (SLT )**

* + 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 Class teachers and Attendance Officer of any student absences.

**Class Teachers**

* + Can contact the parents to find out why student is absent and also inform the attendance lead

1. **Registration Procedures**

**Statutory Registration (Session Marks)**

* **Primary Provision**: The start time is between **8:50am and 9:00am**.
  + Students arriving after **9:00am** will be marked as **late**.
  + Students arriving after **9:20am** will be marked as having an **unauthorised absence** for the morning session.
* **SEMH Provision**: The start time is between **8:55am and 9:05am**.
  + Students arriving after **9:05am** will be marked as **late**.
  + The register closes at **9:25am**; arrivals after this time will be recorded as an **unauthorised absence**.
* **Secondary AP Provision**: The start time is between **9:00am and 9:10am**.
  + The register closes at **9:30am**; students arriving after this time will receive an **unauthorised absence**.
* **T2 Provision**: The start time is between **9:05am and 9:15am**.
  + The register closes at **9:35am**, and any student arriving after this time will be marked with an **unauthorised absence**.
  + 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.

1. **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.

1. **Planned Absence**

**Absences for medical appointments, religious observance, or traveler 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.

1. **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.

1. **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.

1. **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 emphasize 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:

1. Penalty notice:
2. The decision on whether or not to issue a penalty notice will take into account:

* The number of unauthorized 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

In Lambeth, Education Welfare Service (EWS) fixed penalty notices (FPNs) for unauthorised school absence are structured as follows:

* **£80 per parent per child** if paid **within 21 days** of issue
* **£160 per parent per child** if paid **after 21 days but within 28 days**

A second FPN for the same child within a three-year period is automatically set at **£160**, with **no early payment discount**

If a parent receives two FPNs for the same child within three years, the case is referred for legal proceedings (e.g., court under Section 444 of the Education Act), potentially resulting in fines up to **£2,500** and/or a custodial sentence.

(b) Prosecution: The academy will support the Education Welfare Officer in bringing a prosecution under Section444 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.

**Promoting Positve Attendance** :

Here’s a draft **Rewards Protocol for Evolve Academy** that captures your idea clearly and formally:

**Evolve Academy Rewards Protocol – Attendance Recognition**

At Evolve Academy, we believe in recognising and celebrating positive attendance, as it plays a vital role in student progress and success. To encourage and motivate our students, we have established a **weekly and termly rewards system** linked to attendance.

**Weekly Rewards**

* **Alternative Provision (AP) Students**
  + Any student achieving **90% attendance or above** within the week will be awarded a **Certificate of Achievement** in recognition of their efforts.
* **SEMH Phase Students**
  + Any student achieving **95% attendance or above** within the week will be awarded a **Certificate of Achievement** in recognition of their efforts.

Certificates will be presented to students during the weekly celebration/assembly to highlight their commitment to regular attendance.

**Termly Prize Draw**

* All **weekly certificate winners** will automatically be entered into the **End of Term Prize Draw**.
* The prize draw gives students the opportunity to win **bigger rewards** (e.g., vouchers, experiences, or special privileges) as an extra incentive for maintaining good attendance.
* The more weeks a student achieves their attendance target, the more entries they will have in the prize draw – **rewarding consistency** throughout the term.

**Aims of the Protocol**

* To promote and sustain good attendance across Evolve Academy.
* To reward students for both **short-term achievements** (weekly recognition) and **long-term commitment** (termly prize draw).

To encourage a positive culture where attendance is valued and celebrated

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.

1. **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. **10. Lateness and Punctuality**

Punctuality is essential at Evolve Academy, and students are expected to arrive on time each day. Start times and late procedures vary by provision:

* **Primary Provision**: The start time is between **8:50am and 9:00am**.
  + Students arriving after **9:00am** will be marked as **late**.
  + Students arriving after **9:20am** will be marked as having an **unauthorised absence** for the morning session.
* **SEMH Provision**: The start time is between **8:55am and 9:05am**.
  + Students arriving after **9:05am** will be marked as **late**.
  + The register closes at **9:25am**; arrivals after this time will be recorded as an **unauthorised absence**.
* **Secondary AP Provision**: The start time is between **9:00am and 9:10am**.
  + The register closes at **9:30am**; students arriving after this time will receive an **unauthorised absence**.
* **T2 Provision**: The start time is between **9:05am and 9:15am**.
  + The register closes at **9:35am**, and any student arriving after this time will be marked with an **unauthorised absence**.

Persistent lateness may result in a **50-minute detention**, and ongoing issues may lead to a **referral to the Education Welfare Officer (EWO)** or the issue of a **Fixed Penalty Notice** in line with local authority guidance.

**Tackling punctuality :**

| **Number of Lates** | **Timeframe** | **Action Taken** |
| --- | --- | --- |
| 3 lates | Within 2 weeks | Student placed on **Attendance Contract** |
| 6 lates | Within 4 weeks | **Parent Meeting** arranged |
| Ongoing lateness | Persistent / beyond 6 lates | **EWO referral** & possible **fixed penalty fine** |

The **lateness process**  is designed to ensure students attend school punctually and to provide timely interventions when patterns of lateness are identified.

If a student records **3 instances of lateness within a 2-week period**, they will be placed on an **Attendance Contract**. This step is intended to set clear expectations and provide the student with an opportunity to improve their punctuality.

If lateness continues and the student reaches **6 instances within 4 weeks**, the school will arrange a **Parent Meeting**. This meeting allows staff and parents to work together to address any barriers to punctual attendance and to reinforce the importance of arriving at school on time.

Where lateness persists **beyond 6 instances**, it will be treated as **ongoing non-compliance**. In such cases, the matter will be referred to the **Education Welfare Officer (EWO)**, and parents may be issued with a **fixed penalty fine** in line with local authority guidance.

This step-by-step escalation ensures that students and families are given clear opportunities to make improvements, while also highlighting the seriousness of repeated lateness.

This is in line with DfE guidance and ensures accurate attendance recording, supports safeguarding procedures, and promotes punctuality. Persistent lateness may trigger further attendance interventions in line with the school’s attendance policy.

1. **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.

1. **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.

1. **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.

**Appendix 1: Attendance Leaflet for Parents – page 1**

****

**Appendix 1: Attendance Leaflet for Parents – page 2**

****