



Evolve Academy

ATTENDANCE POLICY 24-25

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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)

Conduct weekly visits with the Educational Welfare Officer (EWO) to check registers.

Holds the Head Teacher accountable for policy implementation.

The Head Teacher :

(Melissa Elvé-Williams)

Oversees the implementation of the attendance policy.

Ensures a welcoming and safe learning environment.

Monitors and reports school-level absence data to governors.

Authorises the issue of fixed-penalty notices when necessary.

The Attendance Officer

(Mark Browne- attendance lead)

The Attendance Officer at Evolve Academy, works closely with both site office staff to ensure that student attendance is closely monitored. Here are the key aspects of our attendance policy:

Student Contact Allocation:

First-day absence contact text sent to all students not in attendance by 9.40 (usually managed by office staff.)

First-day absence call made by attendance lead and amin team from 10.00 am and recorded on SIMs and a tracker.

Monitoring and Reporting:

Throughout the day, I monitor registration marks to identify anomalies or potential truancy.

I provide accurate daily attendance figures to the leadership team promptly.

Any non-attendance that could pose a safeguarding concern is reported immediately to the designated safeguarding lead.

Student-Level Monitoring:

Work with the EWO to identify trends and patterns in non-attendance

Accompany the EWO with home visits if appropriate

Attendance data is shared with students during tutor time and the attendance officer support

The Attendance Officer/Designated Safeguarding Lead (DSL) and the education welfare officer work together to improve attendance and reduce persistent absence with weekly meetings

Promoting Excellent Attendance:

Evolve Academy promotes and celebrate excellent attendance within each year group.

Weekly certificates

Termly reward

Reward trips

Timely Intervention:

Any information received regarding student absence is immediately brought to the admin team

The Evolve academy's attendance intervention system, including sending letters, scheduling meetings, and maintaining accurate records of student-level interventions.

I also communicate with parents via telephone or in-person meetings as part of our attendance intervention efforts.

The Designated safeguarding Team (DST)

All members of the SLT are level 3 safeguarding trained and are a part of Evolve Academy's DST

They are involved in the following:

Supporting and celebrating good/improved attendance.

Addressing attendance concerns in coordination with the DSL, Attendance Officer and EWO.

Participating in the academy's attendance intervention system.

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 attendance after 12.30

Marks: Present, Absent, Late

Late arrivals after 09:30 and 12.30pm receive a 'U' mark, affecting overall attendance.

5. Unplanned Absence

Parents must notify the academy by 09:30 on the first day of absence. The Attendance Officer may record the absence as authorised unless there is a concern. If authenticity is in doubt, medical evidence may be required.

6. Planned Absence

Absences for medical appointments, religious observances, or travel purposes must be pre-arranged and will be authorised 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.

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. The Attendance Officer is 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	Day 2 onwards	Day 1 onwards
3. Attendance Officer to inform the pastoral team	Day 3 onwards	Day 1 onwards
4. Pastoral Team 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. Pastoral Team to conduct a home visit	Day 3	Day 2
7. Report the case to the local authority as a Child Missing Education (CME)	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 via Rewards trips.

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:

Penalty notice:

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

If issued with a penalty notice, each parent must pay £80 within 21 days or £160 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 offense 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

Secondary Students arriving after 09:10 are late and will 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 the 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.

