



**Leicester
Partnership
School**

Attendance Policy

Schedule for Development, Monitoring and Review	
Approved by governors on:	March 2019
Implementation monitored by:	Rebecca Edwards
Review arrangements:	Annually All policies will be reviewed if there are any significant developments or changes to legislation
Reviewed:	March 2020 March 2021 March 2022
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1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9.00am KS3, 9.15am KS4 on each school day.

The register for the first session will be taken at 9.30am and will be kept open until 10am The register for the second session will be taken at 1.00pm and will be kept open until 1.30pm

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am or as soon as practically possible (see also section 6).

Absence Procedures:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you either then or at a later point.

NB Notes/letters that you send us will be stored on your child's file.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

We expect your child to be in the centre at that time.

Registers are marked at the above times and your child will receive a late mark if they are not in by that time.

All registers close 30 minutes after initial registration and In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice or prosecution if the problem persists.

If your child has a persistent late record you will be asked to meet with a member of staff to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If your child is absent we will:

- Telephone or text you on the first day of absence (*and on subsequent days*) if we have not heard from you;
- Write to you to if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence.
- Invite you in to discuss the situation with LPS Managers, or other support staff if absences persist;
- Refer the matter to the Education Welfare Officer (EWO) if attendance is a concern.
- In some circumstances, if your child is absent from school and has not been seen, we will arrange for a visit to your home to be undertaken to establish that your child is safe. This could be by a Police Officer.

NB Letters and notes of our contact with you will be stored on your child's file.

3.6 Reporting to parents

Attendance is discussed with parents at the students six weekly review meeting.

4. Authorised and Unauthorised Absence

4.1 Granting Approval for Term-Time Absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as

- a) Exceptional family circumstances such as the sudden family bereavement or serious terminal illness of a close relative.
- b) The student performing in a Performing Arts activity (not attending as an audience member).
- c) The student is playing in a county, regional or national sports team.
- d) The student is taking part in a recognised town twinning exchange programme.

In the case of a) above, parents are asked to contact the School office by telephone. In case of (b – d), a letter seeking permission should be sent to the Headteacher at least three weeks in advance of the proposed activities. In the case of (b – d) absences are unlikely to be authorised where the proposed activity is taking place at the weekend or in the evening and the request for absence is for school day(s). As all requests are carefully considered, the outcome of the request will be communicated by letter within 10 days, followed by an authorisation letter.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

Penalty Notices – Unauthorised Holidays

Penalty notices have been introduced by the Government under the Antisocial Behaviour Act 2003 S444A and the Education Act of 1996. These will be issued by the Education Department to each parent where there is an unauthorised holiday. The criminal justice and Court Services Act 2000 has introduced the more serious "aggravated offence" for failing to ensure regular school attendance by adding 444 (1) (A) to the Education Act 1996. The Executive Group of the Education Welfare Service have agreed where a child has had 2 periods of unauthorised leave for which the parent has been issued with a Penalty Notice (for each occasion), on the third occasion, no Penalty Notice will be issued and that parent will be taken straight to Court under the higher level aggravated offence. This means that the parent may be subject to a much more severe penalty i.e a maximum fine of up to £2,500 or 3 months in custody or, a community order which may involve them doing a number of hours of unpaid work. The grounds for issuing a penalty notice include:

- Where the Headteacher has granted consent for exceptional leave between identified dates but your child does not return on the agreed date
- Where a parent does not request permission to take their child out of school for a holiday
- Where a parent takes a child out of school for a holiday even though permission has been refused by the Headteacher
- When a pupil is just starting the school. This is very important as your child needs to settle into their

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new environment as quickly as possible.

- Before and during assessment periods GCSE or any other public examinations. (No holiday requests during yr11 will be agreed)
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate over the 12 months prior to the request being made is below 90%, requests will not be agreed.

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance

Why Regular Attendance is Important

Any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school or with LPS is your legal responsibility and permitting absence without a good reason is an offence in law and may result in a Fixed Penalty Notice (for each parent/carer) and/or prosecution.

To help us all to focus on this we will:

- Give you information on attendance in our regular newsletter.
- Provide you with reports at least termly on how your child is performing, what their attendance and punctuality is, and how this relates to their attainment;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through competitions, certificates, assemblies, and outings/events.
- Provide all students with individual attendance targets as part of their behaviour profile which will be discussed and updated weekly, and which will form part of their behaviour contract.
- Ensure attendance is embedded across our curriculum.
- Ensure attendance is discussed at all Pastoral Support Planning and Back to School meetings following exclusion or programme suspension.

6. Attendance Monitoring

The attendance officer monitors pupil absence on a weekly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 2 days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

7. Roles and Responsibilities

7.1 The Management Committee

The management committee is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

7.2 The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the management committee.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The attendance officer

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

7.4 Administration Staff

Administrative staff are expected to take calls from parents about absence and record it on the school system.

8. Monitoring arrangements

This policy will be reviewed annually by the Business Manager. At every review, the policy will be shared with the management committee

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day