



GREENWOOD ACADEMIES TRUST

Stanground Academy Attendance and Punctuality Policy

Document Owner	Andry Joannou
Version	1.0
Effective From	01/09/2023
Next Review Date	July 2024

Our academy

Stanground Academy is committed to providing an education of the highest quality for all its pupils and recognises that this can only be achieved by supporting and promoting excellent school attendance for all. This is based upon the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

Everyone – including pupils, parents and carers, all school staff, Academy Advisory Council, Local Authority, external agencies – have a responsibility for ensuring good school attendance and have important roles to play. We are committed to working in partnership with families and other agencies to achieve best outcomes for children via the early help pathways available.

We believe that ours is a successful, welcoming academy which you and your child/children plays their part in making it so. We aim for an environment which enables and encourages all members of our school community to achieve excellence. For children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day on which the school is open (Isle of Wight V Platt) unless the reason for the absence is exceptional.

All staff (teaching and support) at our academy have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Regular attendance is so important as it gives your child the best opportunity to learn. Any absences will affect the pattern of your child's schooling and consistent absences may seriously affect learning. Any child's absence disrupts teaching routines, not only for your child but for others in the same class.

The school liaises closely with our Local Authority and other agencies using an Early Help pathway (Early Help Referral) which assists in the assessment of need for appropriate support to be given. This initial pathway enables further referrals to external agencies to be made and further support acquired to support families to remove any barriers that are preventing regular attendance.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

The academy Day

Time	Period
8.35 – 9.05am	Tutor Time
9.05 – 10.05am	P1
10.05 – 11.05am	P2
11.05 – 11.25am	Break
11.25 – 12.25pm	P3
12.25 – 1.25pm	P4
1.25 – 2.00pm	Lunch
2.00 – 3.00pm	P5
3.10 – 3.45pm	Correction 1
3.10 – 4.30pm	Correction 2
3.10 – 6.00pm	Correction 3

The role of the academy's Attendance Officer

The academy has its own attendance officer whose role is to monitor and support the academy to improve levels of attendance. They will work with families and school leaders when attendance falls to unacceptable levels. Details of our monitoring/intervention strategy can be found on page 13 of this document.

Definition of a parent/carers in Education Law

It's important that schools and local authorities are aware that parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

For the purposes of education law, the department considers a 'parent' to include:

- all biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

The Law relating to attendance and the right to a full-time education

Section 7 of the Education Act 1996 states that ‘the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable:

- (a) to age, ability, and aptitude and
- (b) to any special educational needs, he/ she may have

Either by regular attendance at school or otherwise’

It is the legal responsibility of **every** parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an **additional legal duty** to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Isle of Wight Council v Platt case (2017) considered by the Supreme Court makes it clear that regular attendance shall mean in accordance with the school rules. Therefore, any nonattendance which is not in accordance with the school rules will be deemed unauthorised. The school rules are determined by the school and are the days and hours that they are open for pupils to attend. Under this judgment all children registered at a school should attend 100% of the time unless there are exceptional circumstances that prevent this.

Section 175 of the Education Act 1996 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State regarding safeguarding and promoting the welfare of children and pupils under the age of 18.

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is **everyone’s responsibility** and within the context of this school, promoting the welfare and life opportunities for your child encompasses: -

Attendance
Behaviour Management and Safety
Anti-Bullying

Access to the Curriculum Health
Wellbeing

The Law relating to Safeguarding

Failing to attend school on a regular basis will be considered as a safeguarding matter. Creating and maintaining a pattern of punctual and regular attendance is everybody’s responsibility – parents/carers, pupils, school staff and, external agencies. Our school starts at 8:30am and we expect all children to be on site by this time. AM Registration/Tutor time starts at 8:35am. AM registers are marked at 8:35am and close at 9:35am.

Your child will receive an unauthorised late mark if they arrive after the register is closed. Your child will be given a ‘U’ code (unauthorised late) in line with regulations, and this may mean that you face legal action if they persist.

When your child is late, they miss the start of the day, they can miss work, and this will impact on their learning. Late arrivals must enter the school via ‘Main Reception’. Lateness to school disrupt lessons for other pupils in the class, which is not fair on them or your child.

It is the responsibility of parents/ carers to ensure that their child attends the academy every day and on time. Pupils who arrive late to school, without good reason, will be set a correction.

Expectations and Daily routines

Duty staff will be positioned at the 'Safeguarding entrance' path and outside Main reception to direct late arrivals through Main reception daily. Academy staff will always manage exceptional cases with compassion. The Attendance Team will register late arrivals and log all instances of lates on Class Charts. A late arrival to school will trigger a same day breaktime correction in room A34. The attendance team will register/manage the late correction register at 11am in A34. Failure to attend a late correction at breaktime will lead to Correction 1 (same day after academy correction until 3:45pm).

Managing lateness to school & Punctuality

Persistent lateness/failure to complete corrections – Sanctions will escalate and be managed as defiance. This may lead to parental meetings, extended corrections, Community service, Saturday corrections (& suspensions in extreme cases).

Punctuality to lessons

When a pupil is late to a lesson, they disrupt the learning of other pupils in that lesson as well as their own. This is not acceptable, and the expectation will be reinforced with a verbal warning on entry and may count as Step 1 of the academy's behaviour policy (at the discretion of the class teacher). Pupils that are persistently late to lessons will have further sanctions imposed as outlined in the academy's behaviour policy.

Truancy and Leaving site during the school day

No pupil is allowed to leave the site without permission during the school day. If in an exceptional circumstance the parent requires their child to leave the school site, they must provide proof of appointment.

External truancy is when a pupil leaves home to attend the academy but does not arrive. In these cases, parent/carers will be contacted as per first day contact. If a pupil is considered to be vulnerable or if their whereabouts cannot be identified, it may be necessary to contact external agencies, such as the police and or social care.

Internal truancy is when a pupil arrives in school but is not in their lesson (or agreed alternative). These incidents will be treated seriously and will result in a same day 180-minute correction being issued (6pm). Further sanctions may be issued at the discretion of the Vice Principal or Principal (see behaviour policy). Parent/carers will always be notified by the pastoral team if their child has truant lesson/s.

Absence Procedure

If your child is going to be absent from school, you must contact the school on the first day and subsequent days of absence and inform the school the reason for the absence (unless it is a diagnosed medical condition and evidence is on file). You can do this several ways:

- Telephone, 01733 821430 and using option 2 **before** 8:30am

- email your child's relevant Deputy Head of Year (email addresses can be found on page 15 of this document).
- Calling into the school and speaking to a staff member

If your child is absent and you do not contact us, we may, under our safeguarding policy:

- Telephone, text or email you on the first day and every following day of absence if we have not heard from you
- Contact emergency numbers held on our database
- Undertake a home visit if no contact is received from you and invite you in to discuss the situation with us
- Call 101 (Police) and request a safe and well check if all other attempts to contact you fail to get a response
- Invite you to discuss the absences with us
- Take legal action if there are persistent absences, which may be in the form of requesting penalty notices from Peterborough City Council to each parent/carer for each child or legal action through the courts.

Who to contact if you or your child/children have questions or concerns about attendance?

- Day-to-day – contact your child's Deputy Head of Year or form tutor.
- More detailed support – speak to or email our Academy Attendance Officer, Miss Joslin at mjoslin@stangroundacademy.org.

Data and Monitoring

How we monitor attendance/absence

We keep track all our children's attendance and absences thoroughly through regular reports from our Management Information System (SIMS), attendance reporting codes can be found in appendix 1. We look at the reports on a regular basis to track any concerns that may arise due to unauthorised absences and to ensure that any interventions are timely and appropriate.

Attendance registers

By law, we are required to keep an attendance register, and all pupils must be placed on this register.

SIMS Registration

The attendance register will be taken at the start of every lesson of each school day.

Teaching staff are required to enter a present mark (**P**), an **L** code for lateness or an **N** code if a pupil is not present. If a pupil arrives after the register has closed 8:45am, the form tutor or Attendance Officer will amend the code to **U**. In cases where a lesson is being covered and the staff member is unable to take an electronic register, a paper register must be taken and sent to pupil services within 10 minutes of the start of lesson.

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

Alternative Provision

Miss George (Early Help Assessment and Inclusion Lead) and Miss Joslin (Attendance Officer) have a monitoring system in place for capturing pupils' attendance when they are at Alternative Provision. Each provision reports the attendance of any of our registered pupils to the academy by 9:30am. We receive the pupil's attendance mark and support making phone calls if there is any absence. If absence is an issue, we support the provision and pupils by phoning home, making home visits, review meetings and termly reports to ensure there is progress.

We routinely monitor attendance and absences daily, weekly, half termly, termly, and annually to assist the school in providing support and/or changes to our process where necessary to provide the correct support to families.

We analyse all patterns of absence, both authorised and unauthorised* and try to ensure that parents/carers are informed of any child's attendance that falls below the National Average to prevent your child becoming a persistent absentee (PA) which means that they have an attendance below 90%. A pupil becomes a 'persistent absentee' when they miss **10%** or more schooling within an agreed period **for whatever reason**. Absence at this level may cause considerable damage to any child's educational prospects and we need full parent/carer support and co-operation to tackle this.

Our interventions at this stage may include, but is not limited to:

- writing to parents/carers if attendance drops below the school's threshold of 96%.
- requesting that they provide evidence to support absences
- calling a School Attendance Meeting
- making an Early Help Referral
- referring to the Local Authority for support

PA pupils are also tracked and monitored carefully through our pastoral system, and we may also combine this with academic mentoring where absence affects attainment.

*Understanding types of absence

Every half-day absence from school must be classified by the school (not by parents/carers) as either **AUTHORISED** or **UNAUTHORISED**. Therefore, information about the cause of any absence is essential, preferably in writing so that it can be recorded correctly.

Authorised absences are mornings or afternoons away from school for an exceptional circumstance such as illness, medical/dental appointments which unavoidably fall in school time, emergencies, or other exceptional cause authorised by the principal.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been authorised. These include, but are not limited to:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children, acting as interpreters or birthdays
- day trips and holidays in term time not authorised as an exceptional circumstance
- medical treatment overseas (unless part of emergency treatment whilst abroad on an authorised absence).

This type of absence can lead to the Peterborough City Council, School Attendance Team, using sanctions and/or legal proceedings.

Whilst any child may be absent from school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers, and the child. If your child is reluctant to attend, it is never an option to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Children Missing in Education (CME)

The academy recognises that when a child goes missing from school it is a potential safeguarding issue. If there has been no contact received by the 3rd consecutive day of absence a home visit will be conducted by a DSL/ DHoY/ HoY (2 days for children on a plan with social care) and the pupil may be added on to the Children Missing in Education register. Under section 8 of the Education Regulations Act (2006) the school will make 'reasonable' enquiries into the location of pupils with 10 days continuous unauthorised absence or for those who fail to return from leave of absence granted during term time.

<https://www.peterborough.gov.uk/asset-library/children-missing-education-cms-policy2021.pdf>

Religious Observance - leave of absence

The academy grants the statutory leave of absence of up to two days in one academic year so that pupils can observe important religious festivals. A request for a religious leave of absence can be discussed by contacting the pupil's Head of Year. The academy, in consideration of pupils and staff will decide which days can be taken for religious observance, for example, celebrating EID, Christian Orthodox Easter and other religious festivals.

Impact analysis

As part of our data analysis and monitoring process we will regularly assess the outcomes of our support/interventions to measure the impact that they are having on the improvement of children's attendance and attainment.

We will continue to meet with and engage with families to find out and help resolve any barriers to regular attendance, including signposting or referring to other agencies.

We will regularly review cases to ensure that the school is providing the appropriate support/referrals as legal action, for our school is a last resort, but sometimes cannot be avoided.

Legal Interventions

Fixed penalty notices

We may request a fixed penalty notice to be issued by the Local Authority in line with the Local Authority's Penalty Notice Code of Conduct for unauthorised leave of absence or where all support interventions do not secure an improvement in attendance.

Leave of absence/single absence event

As a school we ask parents/carers not to take children out of school without the permission of the principal as per the Law and Legislation. Please remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

Headteachers and Principals must comply with The Education (Pupil Registration) (England) (Amendment) Regulations 2013. There is **no** automatic entitlement in law to time off in school time to go on holiday.

All applications for leave of absence **must** be made in advance. In deciding about whether to authorise the leave the Principal will consider the circumstances of each application individually taking into account the evidence submitted in support. If the request is refused, the Principal will inform all parties of their decision. If the Principal grants the request, it is for the Principal to **determine** the length of time the pupil can be away from school.

It is important that you understand that we may **only** authorise such absences in **exceptional circumstances**. It is unlikely that a leave of absence will be granted for the purpose of a family holiday.

Any period of leave taken without the agreement of the school (with at least four weeks' notice) and/or different from that agreed by the school will be classed as unauthorised and may attract sanctions such as a Penalty Notice per parent/carer per child.

Absence due to Non School Attendance (Irregular/Persistent Absenteeism)

Where the school has implemented attendance interventions and parent/ carers have failed to support the school, the school may request a penalty notice under the Peterborough City Council, Penalty Notice Code of Conduct.

A penalty notice can be issued if one of the following criteria can be met:

- Level of unauthorised absence leads to an unauthorised absence rate of **10%** or more within a minimum period of any 8 school weeks (A maximum of 2 penalty notices for ongoing attendance concerns may be issued in any academic year)
- A single unauthorised absence event of at least 2 consecutive school days (4 consecutive sessions)
- Persistent late arrival at school after the register has closed contribute to a level of unauthorised absence at **10%** or above
- Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification
- Pupils identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification

Escalation of Procedures

For further information regarding Penalty Notices please refer to the Peterborough City Council Code of Conduct which is available on the Peterborough City Council Website.

When we escalate cases to higher level legal interventions

The academy will make every effort to support families/children whose attendance is causing concern. However, there are some circumstances where despite the school's, the Local Authority's and extended work through multiple agencies fails to improve the attendance of children and at this point the academy may instigate, or request that the Local Authority

instigates a more formal legal intervention. If this occurs a case may be prepared and presented to the Magistrates Court for prosecution under Section 444 (1) or 444 (1a) of the Education Act 1996.

The outcome of these cases will be determined by the courts, of which can be:

- where convicted under Section 444 (1) Education Act 1996, you may be fined up to £1,000.
- where convicted under Section 444 (1a) Education Act 1996 you may be fined up to £2,500 and/or a custodial sentence.
- Impose a Parenting Order

Incentives and Rewards

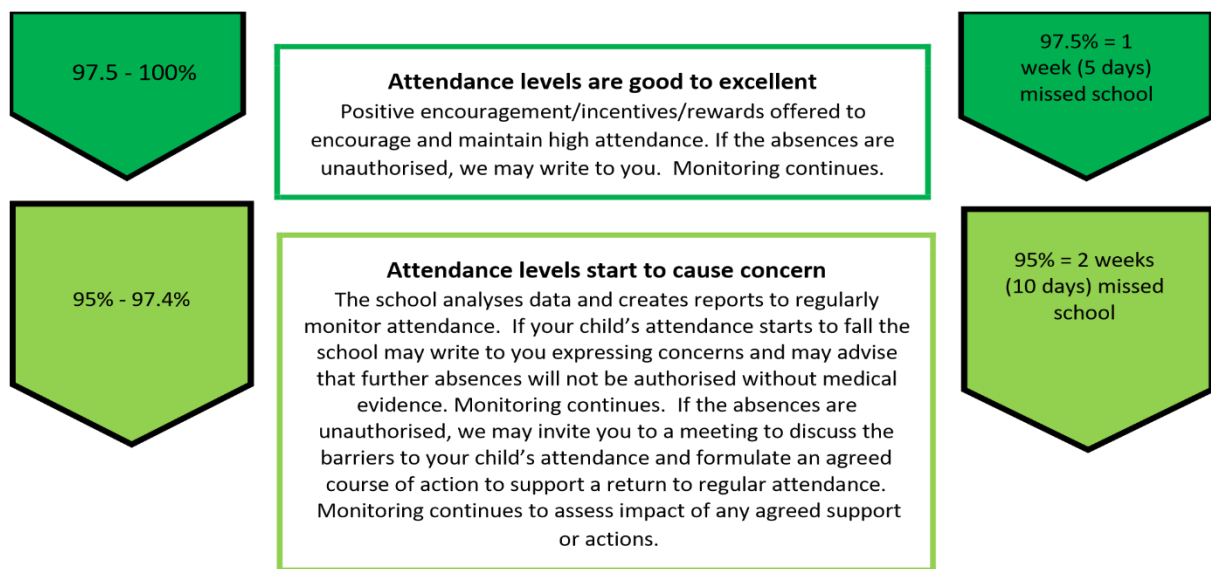
How our academy is **promoting** and incentivising good attendance.

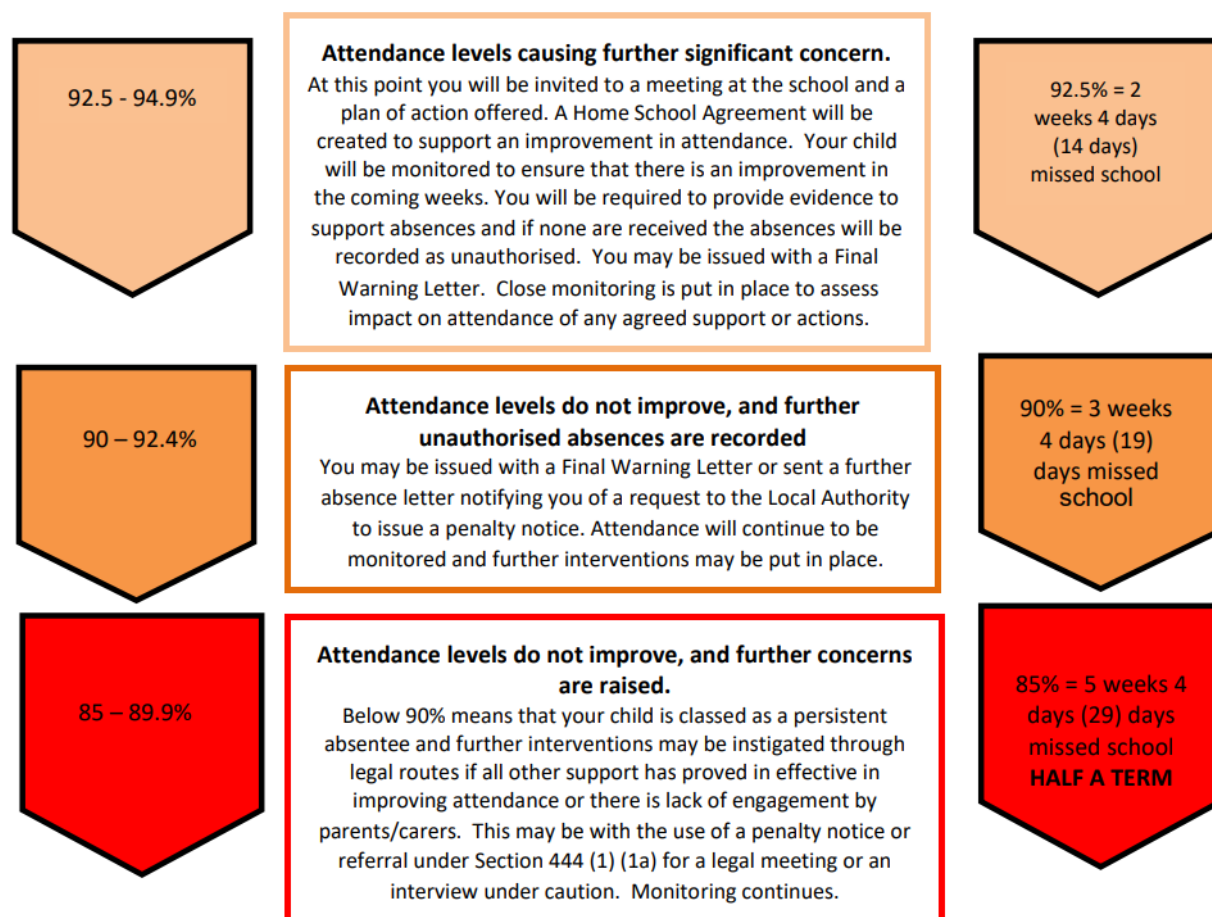
To help us all to focus on this we will:

- Adopt a whole academy approach to attendance
- Provide details on attendance in our regular newsletters
- Report to you regularly on how your child/children are performing in school, what their attendance and punctuality rate is and how this relates to their attainment and rate of progress
- Update you at parent/carer evenings'
- Celebrate and reward good and improving attendance through weekly, half term and term events, recognise good or better attendance through our ASPIRE rewards programme and through assemblies and displays throughout the academy.

Our monitoring/intervention strategy

Below is the basis of our intervention pathway. We treat each child individually and therefore each case may take a different route depending on the barriers, needs of the family and any other circumstances which may be impacting on regular attendance. We try to take a holistic approach to dealing with and resolving barriers to non-school attendance and use legal interventions as a last resort.





Expectations of Academy Advisory Council (AAC)

Our AAC has high expectations for attendance at our academy.

It is their role to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure that our school leaders fulfil their expectations and statutory duties
- Regularly review attendance data, discuss, and challenge and help to focus our improvement efforts where needed most
- Ensure all our school staff receive adequate training on attendance
- Share effective practice on attendance management and improvement across schools

Key members of staff

Our pastoral teams are here to support:

Year 7 - year7@stangroundacademy.org

Head of Year: Miss M Dortch mdortch@stangroundacademy.org

Deputy Head of Year: Miss J Hope jhope@stangroundacademy.org

Year 8 - year8@stangroundacademy.org

Head of Year: Mrs E Machin emachin@stangroundacademy.org

Deputy Head of Year: Mrs L Brown lbrown@stangroundacademy.org

Year 9 - year9@stangroundacademy.org

Head of Year: Mr L Pollard lpollard@stangroundacademy.org

Deputy Head of Year: Ms J Catton jcatton@stangroundacademy.org

Year 10 - year10@stangroundacademy.org

Head of Year: Miss K Angove kangove@stangroundacademy.org

Deputy Head of Year: Miss S Newland-Giddings snewland-giddings@stangroundacademy.org

Year 11 - year11@stangroundacademy.org

Head of Year: Mrs S Lowe slowe@stangroundacademy.org

Deputy Head of Year: Mrs S Goodale sgoodale@stangroundacademy.org

Sixth Form

Sixth Form Manager: Mr C Firth cfirth@stangroundacademy.org

Senior leadership link for sixth form: Mrs E Fisher efisher@stangroundacademy.org

Academy Attendance Officer

Miss M Joslin mjoslin@stangroundacademy.org

People with overall attendance responsibility in our school

Attendance Officer: Miss M Joslin

Tel: 01733 821430

Email: mjoslin@stangroundacaemy.org

References

The Education Act 1996, 2002 & 2011

Working together to improve school attendance (Guidance) May 2022

Working Together to Safeguard Children Guidance 2018,

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010, 2011, 2013 & 2016

The Education (Penalty Notices) (England) (Amendment) Regulations 2007, 2012 & 2013

Children Act 1989 & 2004

Declaration of acceptance by parents/carers

I/ We have read and understood the terms and conditions of the attendance policy at Stanground Academy

Full Name of parent/ carer (PRINT) _____

Signed Parent/ carer 1: _____

Date: _____

Full Name of parent/ carer (PRINT) _____

Signed parent/ carer 2: _____

Date: _____

Child's Name: _____

Form: _____

Appendix 1 - DfE attendance codes

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

Authorised absence codes:

Code	Definition	Scenario
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious Observance	Student is taking part in a day of religious observance
S	Study leave	Year 11/13 student is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Student from a Traveller community is travelling, as agreed with the school

Unauthorised absence codes:

Code	Definition	Scenario
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student 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 student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student 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 because of a local/national emergency, or student is in custody
Z	Pupil not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day/COVID 19